

FINANCE AND ADMIN ASSISTANT – PHARO FOUNDATION, ASSOSA, ETHIOPIA

Company overview

The Pharo Foundation (“the Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit social ventures. The Vision of the Foundation is an economically vibrant and inclusive Africa. The Mission is to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results and increased accountability. The Foundation has carried out numerous projects in East Africa, with a focus on Ethiopia and Somaliland and has now established an office in Rwanda. The key strategic pillars for the philanthropic side of the Foundation are education, health, water and agriculture. At the end of 2019, the Foundation also started its Pharo Ventures franchise to prioritise sectors where the Foundation believes a real impact can be made by establishing self-sustaining businesses, which focus on job and economic value creation.

Headquartered in the UK (London), the Foundation has an operational head office in Kenya (Nairobi) with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa), Rwanda (Kigali) and further expansion plans in East Africa.

Position Summary:

This role will maintain strong financial and administrative processes within the BGRS programme office through effective implementation of financial policies, systems and robust internal controls. The role holder will also be responsible for maintaining an accurate and transparent record keeping system. There will also be an administrative and HR element to the role and the role holder will be required to assist the Finance and Admin Coordinator in overseeing all general office management and day to day operations including the procurement and logistics functions.

REPORTING TO: Finance and Admin. Coordinator – Pharo Foundation, Assosa

FUNCTIONAL RELATIONSHIPS

Finance Coordinator – Farm Shaga, Finance Manager- Boarding School, Homosha and Senior Finance Officer – Country Office, Addis Ababa.

DUTY STATION: Assosa, BGRS:

DUTIES & RESPONSIBILITIES:

Finance and Accounting:

- Work closely with the Finance and Administration Coordinator to ensure that financial guidelines and procedures are in compliance with the organisation's financial standards and that set deadlines are met.
- Handle and control petty cash float of the Program office.
- Ensure accurate and timely maintenance of all accounting records (General Ledger, Purchase Ledger, Petty Cash records etc.)
- Prepare the required paperwork for all financial transactions and submit for relevant approvals and payments.
- Input financial data into the appropriate accounting systems.
- Assist in the preparation of weekly / monthly reconciliations accurately and in a timely manner.
- Ensure that paper filing records for all accounting transactions and banking information are fully and properly documented, well-structured and electronic copies are saved appropriately.
- Assist with the financial year-end processes.
- Maintain and regularly update the fixed assets register.
- Facilitate annual inventory taking.
- Ensure compliance with finance regulations, policy and procedures.
- The Finance and Administration Coordinator may be required to discharge other duties, which are not specifically indicated above but fall under his/her scope of duties and responsibilities.

Administration:

- Handle the procurement process with direction from Finance and Admin Coordinator
- Organize and coordinate the efficient provision of office services, transport, maintenance and other general services to the Programme Office.
- Control vehicle management such as log sheets, fuel usage, insurance, pertinent reports and related tasks.
- Be responsible for making sure that all relevant staff information is recorded and kept up to date in both electronic form and in hard format within their personnel files.
- Create and maintain a filing structure for all contractual documents that is transparent and easily accessible.

- Willing to take on other duties as requested by Finance and Administration Coordinator.

REQUIRED QUALIFICATIONS AND SKILLS:

- BA Degree in Accounting, 3-4 years or more related experience.
- Experience in a Finance and admin Department within non-profit environment.
- Medium level of IT literacy, specifically with regards to Excel and accounting software. (Xero, QuickBooks, Sage).
- Strong English communication and interpersonal skills.
- Ability to manage diverse workloads and getting things done with minimal supervision.
- Positive, motivated, with high ethical standards and willingness to learn.
- Ability to work in a fast paced environment

APPLICATION PROCEDURE

Review of complete applications will be on a rolling basis. In the event that we identify an outstanding early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

Please send the information listed below, as a single PDF file, to the following email address: recruiting.et@pharofoundation.org. Please indicate "Application for Finance and Admin. Assistant - Assosa" in the email subject line.

1. A detailed CV and Covering Letter,
2. A 500-word essay on the below:
 - a) What experience have you gained that makes you think that you are the most qualified candidate for the role?
3. A one-page list of five references with current addresses, phone numbers, and email contacts.