

## **FINANCE AND ADMINISTRATION COORDINATOR – THE PHARO FOUNDATION, ASSOSA, BGRS**

### **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**

The role holder will contribute towards efficient and effective resource management of the Foundation by ensuring accurate recording of financial transactions, preparing reconciliations and reporting.

**Job title:** Finance and Administration Coordinator

**Location:** Assosa, BGRS

**Contract type:** Permanent

**Reporting to:** Programme Office Manager, Assosa – BGRS

### **Functional Relationships:**

Senior Finance Officer, The Pharo Foundation, Country Office; Finance Coordinator, The Pharo Farm, Shaga; Finance Manager, Pharo School, Homosha

### **Direct Reports:**

Finance Officer, Finance and Admin Assistant, Logistics and Procurement Officer, Support staff

## **Duties and Responsibilities**

### **Finance and Accounting**

- Work closely with the Programme Manager to ensure compliance with the Foundation's financial standards, procedures and processes.
- Maintain accurate accounting records and filing systems.
- Prepare monthly bank reconciliations, follow-up and clear outstanding reconciling items.
- Handling, processing and reconciliation of petty cash, cash withdrawals and deposits
- Review supporting documents diligently and ensure they are in line with the Foundation's policies, tax laws, and other external regulatory requirements.
- Plan, organise and execute all deliverables to meet the monthly reporting deadlines.
- Review payments for completeness and compliance before submitting for approval.
- Ensure all requests for payment include tracking codes and ensure accurate recording on Xero accounting software.
- Responsible for timely settlement of withholding tax and pension to local government bodies.
- Review construction payments before sending to country office and advise Finance and Administration Manager of any comments or concerns.
- Oversee fixed assets and stocks, ensure fixed asset register is maintained, stock balances are updated.
- Coordinate annual fixed assets and stock counts.
- Provide budget versus actual figures to budget holders at programme office level to ensure they fulfil their budget management responsibilities.
- Prepare payroll and ensure timely payment of salaries.
- Support country office finance during audits and act on any weaknesses of internal controls identified by auditors for improvement
- Perform month and year-end closing and reconciliation in collaboration with the Finance and Administration Manager.

### **Administration**

- Ensure programme office vehicles are regularly maintained, insurances renewed and oversee vehicle fuel utilisation.
- Ensure office rent agreements are renewed, payments are effected on time and office facilities are to the required standards.
- Complete payroll related information and ensure all information is accurate in liaison with the Finance and Administration Manager.
- Coordinate the preparation of procurement plans and ensure actual execution is in accordance with the approved plan.
- Coordinate and ensure proper recording, use and timely maintenance of the office facilities, building and equipment as per the Foundation's policies and procedures.
- Organise and coordinate the efficient provision of office services, transport, maintenance and other general services to the programme office.
- Plan and prepare budgetary requirements of equipment, materials, maintenance of property and general service.
- Ensure utility services are provided as per agreements and that monthly payments are made on time.
- Ensure all staff leave is recorded on the BreatheHR system before staff go for annual leave.
- Ensure carrying out a risk assessment for the programme office employees and the Foundation property and activities in the premises.
- Any other related work assigned by his/her supervisor.

### **Required Qualifications**

- BA Degree in Accounting and 8 years related experience preferably in an NGO sector.
- ACCA or similar qualification/partial qualification is a plus.
- Good competency in the area of accounting and finance.
- Good verbal and written communication skills.
- Proficient in computer skills particularly Microsoft Office, especially use of Excel.
- Collaboration skills, being driven to work with others and able to build strong working relationships.
- Analytical thinking.
- Problem analysis, solving and consolidating financial information.
- Ability to manage and prioritise a varied workload and work to deadlines.
- Good command of English and ability to prepare well written reports.

### **Behavioural Competences**

- Great attention to detail and a flexible approach to work.
- High professional and ethical standards.
- Positive outlook and outgoing personality with solid leadership, interpersonal and diplomatic skills.
- Structured and process oriented.
- Excellent time and project management skills with ability to balance multiple priorities.
- Motivated to learn and perform and not afraid to ask questions.
- Willing to challenge the status quo and add value by introducing positive change.
- Excellent communicator and comfortable to work in a team environment.

### **Application procedure**

Review of complete applications will be on a rolling basis. In the event that we identify an outstanding candidate 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 Coordinator - 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 the most qualified candidate for the role?
3. A one-page list of five references with current addresses, phone numbers, and email contacts.
4. State on your application where you saw the advert for this position.