



WeForest Vacancy: Finance and Administration specialist

We are expanding our team.

Summary

WeForest is looking for a flexible and experienced program officer for its new office in Ethiopia.

The candidate finance and administration specialist will support and facilitate the Ethiopia team in Forest Landscape Restoration project(s). You will report to the Country Representative based in Mekelle

About WeForest

WeForest is a non-profit organisation with the mission to advance innovative, scalable and lasting solutions to restore forest landscapes for climate, people and planet. The successful candidate will become part of an ambitious and dynamic international NGO, driving its forest landscape restoration (FLR) agenda in Ethiopia.

Duties and responsibilities:

The finance and administration specialist will be:

- Responsible for the financial operations of the newly established country office and ensure accurate and timely delivery of financial reports, including cash and bank management, payroll, ledgers and other aspects of the country's financial management.
- Responsible for entering financial information, timely month end close, and maintaining all financial records for different projects and for the Ethiopia program
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards;
- Liaise with the Projects Finance Specialists in the monitoring and review of partners reports;
- Manage financial controls, analyze office and project budgets and assist on the planning activities;
- Support the Country Manager and WeForest experts, in coordination and facilitating all finance and Administration tasks;
- Responsible for the administration of insurances, contracting and administrating services in according to the institution's standards and policies;
- Responsible for country legal and statutory compliance;
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements;
- Manage fixed assets of the institution, review and support the preparation of inventories;
- Responsible for procurement of project goods and services approved by the office. Assist all logistic arrangements for field work and organize field and meeting schedules with partner institutions;
- Assist other communication and reporting activities of the project;
- Support the Ethiopia team in facilitating their work such as but not limited to data entry, analysis, administration tasks, field visits
- Any other duties assigned.

Essential qualifications and competences:

- The candidates must have at least a university degree in Business Administration, Accounting, Financial Management or related field
- Proven expertise in finance and administration with a least 2 years experience working with several partners, having worked in an international NGO is a plus



- Excellent project management expertise, finance and process improvement expertise
- Team player with good communication and coordination skills;
- Analytic, systematic & computer skills (including statistical packages)
- Full time availability (negotiable) and flexible to travel to project sites
- Strong people skills with the ability to work in multi-sectoral environments, and strong in team work
- Attention to detail is essential and prepare good reports;
- Good communication skills and able to work with different partners;
- Excellent English language skills, both verbal and written. In addition local language speakers such as Amharic, Tigregna, and Afaregna are an advantage
- Affinity with forest ecology and community development is a must. Experience in these areas is a pro
- Independent & proactive, results-driven and transparent decision-making and reporting is essential

Duty station: Mekelle

Employment period: six months with possible extension after performance evaluation

Salary: The salary will be based on qualifications and experience.

Selection procedure: Candidates can send their application letter and curriculum vitae to aklilumekuria@weforest.org or katrien.delaet@weforest.com

We regret that only pre- selected candidates will be contacted and invited for the job interview.

More info: <http://www.weforest.org>