

WeForest Ethiopia - Finance and Administration Director

WeForest

WeForest is a fast-growing international non-profit association headquartered in Belgium and with current projects in Brazil, Ethiopia, India, Tanzania, and Zambia. The mission of the organization is to advance innovative, scalable and lasting solutions to restore forest and landscapes for climate, people and planet. We promote scientific evidence for the ways in which forests contribute to climate change mitigation, beyond their impacts as stocks of carbon, by increasing water availability, enhancing local cooling and improve rural livelihood and resilience.

Our aim is to demonstrate, through the restoration of entire regions, that well-planned reforestation can be the solution to today's biggest challenge: climate change. The organization is promoting Forest and Landscape Restoration best practices, creating a movement, engaging the greatest brands and their millions of customers to act positively. Our activities are growing, and the organization is urgently looking for the best possible talent to reinforce its Ethiopia team.

Role

WeForest is looking for an experienced Finance and Administration Director, who will be responsible for all financial and related administrative matters of WeForest Ethiopia and will support the Ethiopian team in facilitating the country forest and landscape restoration program. The Finance and Administration Director will report to, and work closely with, the Country Director and will manage directly the Finance and Administration Officer at the branch office in Mekelle. The role also has a dotted line reporting to WeForest's Chief Finance & Administration Officer at the Headquarters, to ensure alignment with the global Finance and HR strategic needs and policies.

Terms & Conditions

Start date:	As soon as possible
Duration of Contract:	Three year, with potential to extend subject to performance and funding availability.
Probation Period:	3 months
Salary:	Competitive package for a small NGO, based on prior experience.
Location:	Addis Ababa, Ethiopia, with frequent travel to project sites
Working hours:	Full-time, working Monday through Saturday morning, up to a maximum of 44 hours per week.

Responsibilities include:

Accounting

1. Check and sign cash and bank, payroll and other reconciliations on monthly basis.
2. Examine, and analyse accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards;
3. Ensure accounting records are accurate, and with all relevant information (donor and activity information)
4. Ensure tax requirements are met.

Auditing and Controlling

1. Manage financial controls and ensure their implementation.
2. Identify potential gaps and develop new controls
3. Facilitate Internal and External Audits.

Budgeting and Financial Reporting

1. Prepare accurate and timely financial reports (Profit & Loss, Balance Sheet and Cash flow statements) for WeForest charity office, and WeForest headquarters
2. In collaboration with the teams, develop multi annual budgets, and analyse quarterly budget follow up
3. Provide grant & donor financial reporting
4. Prepare cost analyses for efficiency & pricing reviews

Human Resources

1. In coherence with WeForest's global framework, develop and monitor the relevant HR policies and procedures across the organization
2. Support current and future organisational needs through the development, engagement, motivation and preservation of human capital
3. Manage the recruitment and selection process
4. Maintain pay plan and benefits program

Compliance

1. Assess whether the administration of insurances, contracting and administrating services are in accordance to the institution's standards and policies.
2. Responsible for country ethical legal and statutory compliance.

Procurement

1. Supervise procurement of project goods and services approved by the office.
2. Ensure procurement policies (e.g. approval matrix) are being followed.

CANDIDATE PROFILE

Essential:

- An M.Sc. in Accounting and Finance
- Fluent in English (both speaking and writing)
- Minimum 10 years' relevant experience
- Excellent management, organizational, reporting and communication skills
- Excellent team player
- Ability to develop and manage complex budgets
- Proficiency in Microsoft Excel.

Desirable:

- Environmentally Conscious
- Track record with working with government, NGOs and local authorities
- Track record in grant applications

INTERESTED?

Please send applications to Dr. Aklilu Negussie Mekuria (aklilumekuria@weforest.org) with your full CV and motivation letter until 15th of April 2019, mentioning the job title in the subject of the email. Due to the anticipated high number of applicants, only shortlisted candidates will be contacted. We thank you in advance for your interest. WeForest is an equal opportunity employer; we celebrate diversity and do not discriminate.