



## VACANCY ANNOUNCEMENT

**About Himalayan Cataract Project (HCP):** HCP works to eradicate preventable and curable blindness through high-quality ophthalmic care, education, and establishment of a world-class eye care infrastructure in underserved areas of the world. Our programmatic work is implemented through local partners in South Asia and Sub-Saharan Africa, with our largest three programs in Nepal, Ethiopia, and Ghana.

HCP is currently looking for vibrant, energetic, ambitious, experienced, and qualified candidates to join its Ethiopia country office team as Finance and Administration Manager.

### **Job Description**

Position Title: Finance and Administration Manager

Reporting to: Country Director

Duration: For One Year (with possibility of renewal)

Duty Station: Addis Ababa with a regular visit to project sites

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### **JOB SUMMARY:**

Responsible for the adherence of financial policies & procedures, internal control, cash management, budgeting, budget monitoring, financial reporting, grant management, training on budget and budget management, audit facilitation, procurement, staff supervision and support, and management of assets and inventories. Plans, organizes, directs, and monitors the work of the department; oversees the logistics maintenance & management, procurement and supplies services management, communication & liaison of the Country Office; responsibility for administration policy/systems development & review. Manages HR under Country Director's leadership; develops sound HR policies and procedures that are congruent with organizational strategic objectives, vision and mission; ensures the HR strategy of the agency is implemented; provides leadership to attract, motivate, retain and develop appropriate people in the right positions needed to ensure that HCP successfully achieves its objectives; supports managers in the area of HR functions (Recruitment, performance management, conflict management etc.); provides timely and relevant information concerning the competitiveness, efficiency, effectiveness and deployment of the organization's HR.

## **Major Duties and Responsibilities:**

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### **Finance**

- Ensure Compliance with HCP's policies and procedures and with the regulations and laws of the government of Ethiopia in all financial matters
- In consultation with the Country Director and Headquarters' Director of Finance, periodically reviews the HCP's-ECO's financial policies and procedures, and recommends improvements in financial policy and procedures
- Be responsible for ensuring proper controls over all HCP's-ECO assets and for maintenance of proper systems and procedures for all accounting transactions
- Makes remittance requests to Headquarters as needed based on forecasts
- Coordinates budget preparation and assists managers with the preparation of the annual budget plan and budget proposals and provides finance assistance as necessary
- Prepare and code payment & receipt vouchers and other finance documents
- Prepare schedules of various accounts including prepayments and receivables
- Proper documentation of all invoices including purchase requisition, proforma invoices, bid analysis & minute, purchase order, GRN, SIV and payment receipts.
- Ensure monthly settlement of employment taxes, pension, and utility bills
- Responsible for the recording of transactions and preparation of regular finance reports to Headquarters, government partners, donors, and other authorized users
- Ensures distribution of monthly accounts to managers review and analysis of budget variances
- Takes overall responsibility for managing and monitoring grants to local partners
- Provides training to Country office and regional office staff on budget preparation and budget management
- Oversees the operation and maintenance of the QuickBooks computerized accounting systems and other accounting software
- Provides external auditors with required schedules and answer queries, as necessary
- Responsible for the proper consolidation of the branch office's books of accounts.

### **Human Resource (HR)**

- Manages organization's human resources under the leadership of Country Director
- Works closely with the Country Director and consulting labor lawyer in developing HR policies and contract agreements to ensure compliance with labor law and addressing any HR cases.
- Ensures that organizational structures address the HCP programs and operation needs
- Ensures that job descriptions, performance standards, and all related HR functions are managed effectively and efficiently across the organization
- Conducts revision of HR policies, procedures, and systems to ensure continuous improvement and changing circumstances
- Conducts salary and benefits survey to ensure internal equity and competitiveness of Organization's salary in the local labor market

- Ensures that the management of HR support is in compliance with local labor law & agency policies & procedures
- Assists in making decisions on staffing, employee benefits and other management issues.
- With the Country Director, manages organizational change in collaboration with senior management team
- Reviews organizational structures of different work units
- Facilitates new employee orientation training sessions on organization's vision, mission, and values as well as HCP HR policies, procedure, and systems
- Participates in the annual program operational planning
- Prepares the annual personnel budget and cost allocation of the HCP employees
- Develops annual performance objectives for Finance and HR staff, and coaches and conducts performance appraisals of staff under her/his supervision
- Reviews performance evaluation tools and conducts annual performance appraisal of staff under her/his supervision
- Participates in the annual report preparation, and prepares annual report of the Finance & Administration department
- Perform other duties assigned by the Country Director.

#### **QUALIFICATIONS & EXPERIENCE:**

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Position requires an advanced degree in Finance and Accounting preferably with ACCA or equivalent certification. At least ten years of related experience in financial management or accounting in international NGO setting and proficiency in QuickBooks are required. Must possess excellent communication and time management skills with ability to work autonomously and take on responsibility without close supervision.

#### **SKILLS & ABILITIES:**

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Possesses a global self-awareness. Capable of building and motivating teams. Excellent interpersonal and communication skills (verbal & written), and organizational skills required. Excellent spoken and written English. Computer and Internet competency (MS Word, Excel, Access, PowerPoint, & MS Outlook). Able to interact with and manage people of diverse cultural backgrounds. Ability to work effectively in a team-driven environment.

#### **How to Apply**

Interested applicants should submit their application letter along with recent CV no later than January 15, 2021 using the following emails: [jdownard@cureblindness.org](mailto:jdownard@cureblindness.org) and [liknawa@cureblindness.org](mailto:liknawa@cureblindness.org) Note that applications received after the deadline shall not be considered. Only shortlisted candidates will be contacted.

HCP is an Equal Opportunity Employer.