



## JOB DESCRIPTION

**FINANCE AND ADMINISTRATIVE MANAGER****Category:** Contractor, with option of Full-Time**Reports To:** Country Director, Ethiopia**Direct Reports:** None**Location:** Addis Ababa, Ethiopia**POSITION SUMMARY**

The Finance and Administrative Manager is responsible for managing all general financial, administrative, and logistical tasks for the Water.org Ethiopia office. This includes activities such as managing accounts payable and receivable and accounting records, preparing financial reports required by Water.org and the Government of Ethiopia, managing the procurement process for office equipment and supplies, preparing office communications, maintaining relationships with office vendors, making travel arrangements for Water.org staff, scheduling appointments and receiving and hosting guests, and other tasks as assigned.

**KEY RESPONSIBILITIES**

The key areas of responsibility for this position include, but are not limited to the following. The Country Director retains the right to adapt, change, or reassign staff responsibilities based on the needs of the organization.

- 1 Recordkeeping and Reporting** – Record office expenditures, ensuring all proper back up documentation is maintained and assist with the preparation of Water.org, governmental and other official reporting as required. Key tasks include, but are not limited to: **50%**
  - a. Assist with the development of and ensure adherence to office financial policies and procedures.
  - b. Assist with the preparation of the office budget and maintain regular budget tracking.
  - c. Maintain accurate accounting of all office expenditures, and ensure proper back up documentation is maintained on file for all office transactions.
  - d. Maintain paper and electronic files of all important organizational documents.
  - e. Prepare all Water.org and governmental financial reports.
  - f. Maintain office petty cash.
  - g. Facilitate internal and external audits.
- 2 Office Management** – Manage overall office operations and administrative functions, including maintenance of office space, equipment, and supplies, inventory tracking, scheduling and hosting visitors, and maintenance of office files by ensuring all necessary resources are procured and maintained in accordance with the operational budget. Key **35%**

tasks include, but are not limited to:

- a. Manage and maintain office assets and inventory of office supplies.
- b. Manage office computer resources and organize for repair and maintenance as needed.
- c. Maintain relationships with vendors and service providers and negotiating favorable fees and terms.
- d. Maintain office meeting and appointments schedule and serve as first point of contact for visitors.

- 3 Logistical Support** – Provide support to staff and guests by booking travel and hotel accommodations, arranging for transportation, and organizing all logistics for meetings, conferences and workshops. Key tasks include, but are not limited to: **10%**
- a. Make flight, train, vehicle or other transportation arrangements for staff and visitors as need.
  - b. Make hotel bookings for staff and guests as needed.
  - c. Organize logistics for meetings, conferences, workshops, etc. as needed.
- 4 Organizational Support** – Participate in assisting with the development of new tools and processes, membership on cross-functional committees as requested, and/or participation at internal or external conferences or workshops. Key tasks include, but are not limited to: **5%**
- a. Assist in the development of new tools, processes and/or procedures to gain efficiencies in the execution of work.
  - b. Participate in cross-functional committees and working groups to support the achievement of group goals.

## **CORE COMPETANCIES**

### **Integrity**

- Shares complete and accurate information.
- Maintains confidentiality and meets personal commitments.
- Adheres to organizational policies and procedures.
- Speaks openly and candidly when problems arise that could represent risk to the organization.

### **Work Standards**

- Sets and maintains high performance standards.
- Pays close attention to detail, accuracy and completeness.
- Shows concern for all aspects of the job and follows up on work outputs.

### **Communication**

- Listens actively and checks for clear understanding
- Expresses ideas concisely and effectively.
- Organizes and delivers information appropriately in one-on-one, small group, large group, or presentation settings.

### **Collaboration**

- Interacts with people effectively and is able and willing to share and receive information.
- Co-operates within and across groups.
- Supports group decisions and puts organizational goals ahead of personal goals.

**Reliability**

- Takes personal responsibility for job performance.
- Completes work in a timely and consistent manner.
- Adheres to commitments.

**Initiative**

- Proactively takes action to influence events.
- Generates ideas for improvement, takes advantage of opportunities and suggests innovations.
- Willing to do more than is required in position.

**QUALIFICATIONS**

- Bachelor's Degree in related field (e.g. Accounting, Business Administration, or other related field)
- At least five years of relevant work experience in accounting, office management, and project financial management
- Experience reporting to and working with institutional donors in the international development arena, particularly with respect to microfinance and/or WASH
- Advanced knowledge of relevant computer software programs (e.g. Microsoft Office products, Peachtree, database software, etc.)
- Innovative mind-set oriented toward constructive problem-solving, proactive strategic development and thought leadership
- Excellent time management skills and proven ability to meet deadlines
- Strong desire to contribute to increased access to water and sanitation
- Excellent communication skills with fluency in Amharic and English required
- Willingness to travel up to 5% of time
- Must have Ethiopian citizenship or work permit

**COMPENSTATION**

Water.org pays a fee which is competitive with similar positions in the international development sector and is based on education and experience.