JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Cashier Accountant for SHARE II Programme
PROJECT: Bale SHARE II Programme
REPORTS TO: Project Finance and Admin Officer
REPORTING TO POSTHOLDER: None
LOCATION: Robe town, Bale Oromia Regional State.
DURATION & HOURS: Until 24 April, 2024 GC with probation period of 60 working days

BACKGROUND
Farm Africa was founded in 1985, is international non-governmental organization working in Ethiopia since 1988. We drive agricultural and environmental change to improve lives. Our strategy has three pillars: agricultural expertise, management and preservation of ecosystems, and the power of business to drive prosperity. We believe Africa has the power to feed itself and are helping make this happen by establishing and spreading the best farming and forestry techniques so that poor farmers and herders have more food to feed their families and to sell. We help smallholders manage their natural resources sustainably so that they can withstand climate change challenges and shocks and ensure their families have enough food in the future as well as now. Farm Africa works in partnership with communities, government, local and international organizations, and the private sector to innovate, learn and share best practices for maximum impact of our projects.

PURPOSE OF THE ROLE
The purpose of the Cashier Accountant position is to manage petty cash, prepare payment documents, effect payments, bank reconciliation, keep financial records and documentation as well as prepare reports of the project. In addition, she/he support the Project Finance and Admin Officer to administer, control, monitor, and periodically summarize the extent of financial operations and performance of the project. She/he provides effective and efficient support and advice to the immediate supervisor and project team as required.

KEY TASKS AND RESPONSIBILITIES
Key Specific roles and responsibilities are:
- Prepare all payment documents and effect payments at field office level
- Responsible in effecting payments to all vendors/suppliers at field office level after ensuring delivery of items
- Keep all financial documents accurate and complete before handing over to project Finance and Admin. Officer
- Maintain a strong financial filling system and manage filing the financial documents in both hard and electronic form
- Responsible in managing of store and Liaising with a field level admin and finance officer on the movement of items, including fixed assets
- Follow up and effect any payroll related liability payments (Eg. income tax, withholding tax …) at field office level
- Manage office communication including the reception area, internal mail;
- Handle the timely settlement of telephone, electricity and water bills by closing working with other corporate staff
- Perform all other duties as requested by line manager/supervisor

These essential functions are not to be interpreted as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. All work responsibilities are subject to having performance goals and/or targets established.

### PERSON SPECIFICATION

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<th>Essentials</th>
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<td>- College Diploma in Accounting/finance or other related fields from recognized college or BA in Accounting/Finance and relevant trainings</td>
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<td>- five years of relevant work experience for diploma holders and two years of relevant work experience for degree holders</td>
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<td>- experience in different financial systems such as SUN, peach tree, etc</td>
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<td>- Computer skills in Word, Excel, Access and QuickBooks</td>
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<td>- Co-operative and willingness to work under pressure</td>
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<td>- Respect culture, belief of the traditional communities</td>
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<td>- Willingness to give a chance/opportunity to others</td>
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<td>- Value the knowledge and ability of the community</td>
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<td>- Ability to adapt to the existing environment</td>
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<td>- Willingness to multi-task and work on own initiative</td>
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<td>- Good team player and team builder</td>
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### Our VALUES

**EXPERT.** Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

**GROUNDED.** Positive change starts with Africa’s people, so our experts work closely with local communities, engaging them in every level of decision-making.

**IMPACTFUL.** We take a long-term view so we can deliver lasting changes for farmers and their families.

**BOLD.** We model innovative new approaches and are not afraid to challenge strategies that are failing.

Those who meet the above requirements should submit their short CV (maximum of 4 pages) and a cover letter (maximum 1 page) addressing ethrecruitment@farmafrica.org with the subject Cashier Accountant for SHARE II Programme by 8 August 2021.

Only short-listed candidates will be contacted.

*Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).*