**የኢትዮጵያ ካቶሊካዊት ቤተክርስቲያን ጳጳሳት ጉባኤ ጠቅላይ ጽ/ቤት**

**አዲስ አበባ - ኢትዮጵያ**

**Catholic Bishops’ Conference of Ethiopia (CBCE) General Secretariat/ECS**

**Internal/External Vacancy Announcement**

**PREAMBLE:** Catholic Bishops’ Conference of Ethiopia (CBCE) General Secretariat/ECS is the executive body of the conference that executes its mandate of coordination, representation, facilitation, capacity building, and monitoring and supervision in the field of pastoral and basic social services, community development, humanitarian, and emergency activities. CBCE General Secretariat/ECS is an equal opportunities employer. Recruitment and selection procedures reflect our commitment to safeguarding children and vulnerable adults. The General Secretariat would like to employ staff for the following vacant positions.

**VACANT POSITION-I: Head, Office of Finance and Accounting**

**JOB SUMMARY:**

Plan, direct, co-ordinate and controls activities of the office of accounting and finance, ensures proper implementation of CBCE General Secretariats’ policies and procedures in relation to accounting and finance, updates accounting and finance manual as required, leads the accounting and finance staff of the office and prepares and submits periodic reports.

**RESPONSIBILITIES**

* Provide guidance to the Secretary General (SG) and its Deputies (DSGs) regarding the financial requirements of the project/programs and office operations.
* Oversee all financial planning, budgeting, and reporting for the projects/programs CBCE-GS implements through its Pastoral and Social Ministries.
* Ensure proper safeguards of funds and ensure compliance with donor organizations’ financial, accounting and administrative rules, regulations, and procedures.
* Provide financial capacity-building for staff working in Diocesan offices throughout Ethiopia
* Administer project financial accounting system.
* Use various software applications such as spreadsheets, relational databases, statistical packages, and graphic packages to assemble, manipulate, and format data and/or reports.
* Review and submit the monthly financial report by using finance software (Peachtree).

**REQUIRED QUALIFICATION:-**

**EDUCATION:**  MA/ MSc. in Accounting and Finance or MBA in Finance

**EXPERIENC**E**:** 10 years and above as an accountant of which 3 years and above as a head of Accounting and/or Finance.

**REQUIRED No.:** **1 (one)**

**VACANT POSITION-II:**  **Senior Accountant**

**JOBSUMMARY:**

The Senior Accountant will assist field personnel to ensure invoicing on each project is handled accurately, efficiently, and professionally. Prepares summary of accounts and worksheets, maintains budgeting accounts, control irregularities and variations, analyses accounting reports, and compiles and interprets financial statements.

**RESPONSIBILITIES**

* Maintain project financial accounting system.
* Prepare accurate budgets, track expenses, ensure that required financial controls and cost-performance monitoring mechanisms are in place and adhered to,
* Implement and oversee a detailed financial reporting and reimbursement process in accordance with the established financial system.
* Review, reconcile and monitor all project accounts, including operating accounts and petty cash operations involving cash advances.
* Keep track of all liabilities and ensure their payments promptly and accurately.
* Prepare the monthly financial report by using finance software (Peachtree).
* Determine updated monthly accruals and projections to support forecasting accuracy and project/program completion, as required.
* Provide support for grant/contracts development and management

**REQUIRED QUALIFICATION:-**

**EDUCATION:**  BA/MSc. & in Accounting & Finance or MBA in Finance

**EXPERIENC**E**:** 6 years and above for BA or 3 years and above for MSc. or MBA in relevant service after graduation. Experience in working on consolidation of accounts is advantageous

**REQUIRED No. :** **2 (two)**

**VACANT POSITION-III:** **Junior Accountant**

**JOB SUMMARY:**

Support accounting operations by filing documents, reconciling statements, updating, verifying, and maintaining accounting journals and ledgers and other financial records, receiving and recording vouchers, cash and checks. Have a firm understanding of accounting terminology and processes and a strong attention to detail.

**RESPONSIBILITIES:**

* Prepares all payments and receipts and acknowledge receipts to Donors;
* Codes all payments, receipts and journal vouchers;
* Records financial transactions using provided software (Peachtree accounting software);
* Registers bank transactions on book; files immediately all payments and journal vouchers separately;
* Ensures that all files are properly labeled, maintained and stored.;
* Performs bank reconciliation every month as soon as bank statements are received; reports shortages and unknown discrepancies to the unit head;
* Follows-up settlement of receivables and payables;
* Facilitates and/or provides financial information to supervisor;
* Keeps files for all operations and projects;
* Analyzes and posts all financial transactions daily;
* Prepare/edits and print routine financial statements every month and/or as required;
* Performs other related duties as required.

**EDUCATION & EXPERIENCE :** BA/MSc. in Accounting & Finance with experience 3 years and above or MBA in Finance with 1 year experience in accounting

**REQUIRED No. :** **1 (one)**

**NOTE FOR ALL POSITIONS:**

**STRUCTURE AND FUNCTION:** Full understanding of the functions and structures of the Catholic Church such as that of the General Secretariat and the status of the Diocesan offices is necessary

**SAFEGUARDING PROTOCOL**: The responsibility of understanding and awareness of safeguarding and child protection and applicants will be subject to specific checks related to children, young people, and vulnerable adults in relation to safeguarding issues.

**SKILLS:**

* Knowledge and experience in computerized accounting applications is required
* Excellent command of MS office applications with advanced level Excel skill
* Ability to act and operate independently with minimal daily direction from immediate supervisors to accomplish objectives is expected
* Good Inter- personal Communication.

**DUTY STATION:** Addis Ababa, there will be frequent field visit

**DURATION OF EMPLOYMENT:** one (1) year contract with renewal basedon performance.

**SALARY & BENEFITS:** As per the salary scale of the organization

**APPLICATION:** Applicants should submit their application with CV including all relevant documents along with complete application FORM to Human Resources Management, through our email address <CBCEHRM@eccsdco.org>

**APPLICATION DEADLINE:** 10 (ten) working days from the date of this vacancy announcement

**N.B.**

* Application FORM is available at CBCE-GS/ECS, https://cbce-gs.org/work-with-cbce-gs/
* Only shortlisted applicants will be communicated
* NGOs experience is advantageous
* Female applicants are encouraged