



Vacancy Announcement #121/2023

Accounting Specialist - The Integrated Soil Fertility Management Project

Contract duration: 31.12.2024

Application deadline: 09.07.2023

Duty station: Addis Ababa

The Integrated Soil Fertility Management Project (ISFM+) contributes to improving soil fertility, soil health, and productivity in selected areas of Amhara, Oromia, SNNPR, Sidama, and Tigray regions. It operates in 60 woredas (districts) and has a duration until June 2023. The project promotes the integrated use of locally adapted and relevant ISFM technologies contributing to (a) increasing on-farm biomass production (b) reducing nutrient and biomass losses from the farming system and (c) improving the agronomic use efficiency of production inputs. The project aims at combining behavioral change communication strategies with farmer-acceptable and locally adapted soil fertility improvement technologies, including supply chain aspects for the sustainable supply of agricultural inputs.

Project Accountant is responsible for managing and developing the management accounting function to ensure the maintenance of sound, relevant accounting management information systems and efficient and accurate processing of data to the computerized accounting systems.

Project Accountant is responsible for the:

- Implementation and monitoring of an overall smooth and correct functioning of the complete accounting system of the program in line with GIZ procedures;
- Effective coordination with colleagues at the country office and **GIZ-CLM** Program Office in matters related to financial transactions processing;
- Ensures that the provided accounting services within the section are done correctly according to GIZ accounting procedures and guidelines.

Responsibilities and Tasks

Accounting

- Carries out accounting on the basis of GIZ accounting software.
- Prepares and controls monthly project cash journal/financial report.
- Fills up and disburses check books as per agreed deadlines.
- Prepares vouchers for book-keeping, indicating their cost classification
- Follow up on local subsidy advance payments and settlement for ISFM Woredas.
- Runs errands for the project, e.g. delivery of letters/messages, payment of bills
- Assist in effecting field level cash payments and timely settlements
- Makes minor purchase and assists in procurement processes.



- Assist in arrangement of workshop and training venues.

Administrative Function

- Verifies correctness of vouchers, including supporting documents.
- Follow up that log books are updated and presented for accounts treatments.
- Prepare monthly fuel consumption report.
- Handling Tax declaration and WHT.
- Calculates daily trip allowance and staff overtime when applicable.
- Maintain proper and confidential filing of financial related documents, office asset register and project inventory list.
- Responsible for Petty cash handling both for ISFM+ ad CLM project recording of cash book, receipts preparation.
- Reviews travel claims submitted by staff for final approval & prepares the payments.
- Prepares and controls monthly project cash journal/financial report.
- Preparation of all documents for internal audit.
- Monitors the daily cash flow records and the level of liquidity.
- Checks incoming invoices for hotel, telephone, cell phone, internet and other fees and arrange for payment.
- Retain cash count sheets on WINPACS recording.
- Handling settlements (checking and verifying each receipt - whether it is done according to the agreement or not).
- Reports financial status to Finance and Admin Manager

Additional Tasks

- As assigned by the supervisor

Required qualifications, competencies, and experience

- Education: University degree (BA) in accounting, business management or equivalent.
- Minimum of 2 years professional experience. GIZ experience will be advantageous.
- Capability of concise and coherent reporting along standard formats.
- Proven knowledge of English and Amharic language, written and spoken.
- Trustworthiness and ability to maintaining strict confidentiality and observing data protection and associated guidelines where appropriate.
- Ability to organize and prioritize several tasks at the same time.
- Ability to work independently, unsupervised and as part of a multicultural and international team.

Competencies

- Team player with excellent organizational, communication and networking skills.
- Problem solving skills and strong result-orientation.
- Proven organizational, negotiation and interpersonal skills.



- Proven ability to work with rural communities and in multi-disciplinary teams.
- Proven track record as trainer for practical and theoretical sessions.
- Ability to work independently under tight deadlines.



Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via Email: hreth@giz.de

Note:

Please make sure you mention the vacancy number and position **'Accounting Specialist #121/2023'** in the subject line of your email application.

Due to the large number of applications, we categorize applications with vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

Only short-listed candidates will be contacted.

We encourage persons with disabilities to apply for the position. In the case of equal qualification, persons with disabilities will be given preference.

Applications from qualified women are encouraged.

"Please refer to our [brochure](#) to learn more about GIZ's attractive benefits package."

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