

ROLE PURPOSE: FINANCE AND ADMINISTRATION OFFICER



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

13th month payment

As a permanent employee, you will receive a payment equivalent to one month's salary each year (pro-rata for those working part of the year).

Leave

You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers') leave, maternity leave, paternity leave and compassionate leave.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety

We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

ROLE PURPOSE

Role Title: Finance and Administration Officer	Division: Programs	Location: Shashemene	Date: May 2023
Employment type: Full time Fixed Term	Reports to: Project Manager, Stronger SAFE	Number of direct reports: 4	Leadership Band: Leads Others

Purpose of the role:

Working with and Reporting to the Program Manager-Stronger SAFE, The Finance and Administration Officer will oversee the administrative, financial, and human resources management of the Stronger SAFE team and will play a key role in streamlining The Stronger SAFE team workflows serving as the link between FHFE country office, employees, vendors

Specific area of responsibilities:

- Financial management support of project related activities
- Administration and operations support
- HR Management and support
- Procurement and logistics

Key Responsibilities:

Financial and Administration related activities:

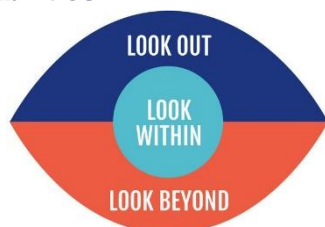
- Properly codes and records field office expenditure, income, and any other related transactions in the books of accounts
- Receives payment requests, checks supporting documents and coding for completeness and proper authorization; and writes cheques and corresponding payment vouchers.
- Effects payments against receipts/invoices and proper signature of the recipient
- Ensures valid cash receipts/invoices are delivered to finance for all cheques issued to Payees.
- Requesting and taking advance to meet the financing need for programmatic and operational activities, effecting payments following all the finance policies and procedures of FHF Ethiopia and making periodic settlement as per instruction from country office.
- Follows-up and ensure staff and working advances at the project Office are liquidated timely.
- Prepare monthly bank reconciliation statements and submit to FC.
- Submit financial documents and reports to Head Office (Addis Ababa) Finance at least once in a month.
- Perform clearance of long outstanding advances.
- Give monthly advance statements to staffs.
- Prepare and submit other regular or on request financial reports, as per the reporting requirements of FHFE, government agencies and other project funders.
- Assist the Field Manager and Field Office team in the preparation and revision of budget estimates and targets, processing, and following-up timely transfer of budget requests from Area office.
- Monitors the field office program's budget.
- Advise field office team on financial policies and procedures as well as procurement rules and regulations.

Logistics and Procurement activities

- Participate and support in supervision of large-scale activities like MDA, CLTSH trainings and others and coordinate all necessary paperwork for timely payment of Per Diem for such activities.
- Perform liaising activities with government organizations, partners, and other parties in terms of delivering or collecting messages, providing technical support in the areas of logistics or performing other activities as instructed by Project Manager.
- Prepare and review specifications and other necessary documents related to local purchasing of materials, supplies, and equipment in office based on FHFE's regulations and procedures with the highest possible expected quality.
- Compiles Procurement Plan for the project Office and send to CO logistics and Procurement Coordinator.
- Verify procurement, stock and fixed asset monthly reports and submit to CO.

- Represents Finance unit in the project procurement committee and carry out roles as specified per the SOP of the Foundation.
- Conducts & updates anti-terrorist check and keep record of such files.
- Ensure proper handling of local level procurements and timely delivery of goods and services required by programmatic activities in adherence to all required policies and procedures of FHF Ethiopia and global standards.
- Prepares and issue purchase orders on i-POS system.
- Proactively facilitate signing of Certificate of donations by Zonal Health Departments/Woreda Health offices, and receipt of Good Receiving Notes/Model 19 upon delivery of goods to these respective offices.
- Ensure the proper storage of materials and management of corresponding warehouse documents as per the SOP.
- Supervise drivers of FHFE owned vehicles.
- Review rental vehicle log sheet & Prepare vehicle running costs analysis for rented vehicle on monthly basis and submit same with recommendations as appropriate to Project Manager and Country Office.
- Check the timely fuelling, maintenance, and servicing of vehicles.
- Make sure daily and monthly vehicle related checklists and reports are used and submitted on time.
- Review and submit monthly procurement, stock & fixed asset reports to the country office.
- Involve in bi-annual stock and fixed asset physical count and submit report to the Country Office.
- Files all procurement documents in an orderly manner for control and reference purposes.
- Ensure that proper safety and security mechanisms are in place at FHF project Office
- Other tasks as required from time to time.

Our Capabilities:



As a member of the Foundation Family you will:

1. Live by the values of The Foundation and support The Foundations culture, performance and brand.
2. Adhere to all The Foundation policies & Procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- Strong communication skills including fluency in written and spoken English and the ability to write effectively for varied purposes and audiences;
- Ability to work well with others under deadline situations and juggle several priority tasks.
- Outstanding organisational and time management skills including the ability to prioritise and multi-task work;
- High sense of integrity, ethics and confidentiality;
- An excellent team player and result-oriented personality;
- Ability to support the development of skills and capacity including training initiatives;
- An energetic self-starter with the resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding contexts;

Essential Experience:

- 5 years and above experience working in a similar role in a recognized NGO.
- High level of computer literacy with sound knowledge of financial accounting software and spreadsheet packages.

Desirable Experience:

- Solid knowledge of full-cycle accounting principles, financial systems, budget/cash-flow monitoring and internal accounting controls.
- Knowledge and use of SUN systems.
- Extensive work experience in an international development sector in Ethiopia.

- Ability to be flexible/adaptable in the face of changing priorities and to maintain a sense of humor;
- Ability to work independently, take initiative, set priorities and support programs;
- Ability to support the development of skills and capacity including training initiatives.
- Must be able to build and maintain strong relationships with a wide range of stakeholders.
- Good problem-solving skills: demonstrates resilience and initiative when faced with challenges.
- Strong interpersonal, facilitation and presentation skills.
- Demonstrated capacity to work effectively in cross cultural / mixed language environments.
- Ability to work with minimum supervision.

Qualifications:

BA Degree in Accounting and/or Finance

Travel: International/Domestic

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect

Additional Responsibility: