



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Position Title: Sr. Finance Manager

Reports to: Sr. Finance and Grants Director

Level: All

Based in: Addis Ababa

Duration of contract: Indefinite based on performance and availability of funds

Remuneration: As per organization pay scale plus other PSI Ethiopia staff benefits.

Application Deadline: April 07, 2017

We are Population Services International (PSI), the world's leading non-profit social marketing organization. We work to make it easier for people in the developing world to lead healthier lives and plan the families they desire by marketing affordable products and services that range from mosquito nets to contraceptives to HIV testing. We are a \$560m enterprise based in Washington, DC, operating in the private and public sectors in more than 65 countries.

Join us!

There are over 9,000 "PSI'ers" around the world. It's a diverse group of entrepreneurs and professionals with an unusually wide range of backgrounds - from the medical industry to the music business - all with unique skills we bring to the job.

PSI Ethiopia is an innovative network member of PSI with a team of more than 140 people passionate about marketing and dedicated to serving Sara! Since 2003, we have marketed products and led programs to prevent HIV, improve reproductive health, and improve child health. We market condoms and increase condom use among people most at risk of HIV. We increase access to clean water by selling Wuha Agar, a water disinfectant. At PSI Ethiopia we do more than simply provide products and services, we seek to create true change – buy making markets work for the poor – to increase the use of critical health products and services that are available, affordable, and desirable to the most vulnerable Ethiopian people.

We are looking for a dynamic and result-oriented Sr. Finance Manager with extensive experience in corporate finance and transaction services. We need someone energetic and passionate to lead the overall project financial planning, annual financial planning and finance management.

Sounds like you? Read on!

Your contribution

You will work under the supervision of the Sr. Finance & Grants Director and lead the financial activities. More specifically, you will:

- Assist the Sr. Finance & Grants Director with overall project financial planning, annual financial planning, and finance management, reporting and agreement compliance.
- Be Responsible for maintaining financial and accounting services in order to meet acceptable accounting principles ensuring that all expenditures comply with USAID policy and regulations.
- Also be responsible for preparing financial statements, financial reports and maintaining cash controls.
- Provide relevant information, documents, and reports such as tracking sheet for travel advances & its subsequent settlement, utility payments, account reconciliations etc.

Your background

- MA/BA degree in Accounting, Business Administration, Management or other relevant field of study.
- 8/10 years of relevant experience, at least five years of successful NGO experience as a finance manager of donor-funded technical assistance projects of similar magnitude and complexity.
- At least 3 years of successful experience providing administrative support to an international organization, including dealing with good procurement, contract management and HR related matters.
- Substantial financial management experience on USAID contracts/cooperative agreements including policy, procedural and reporting requirements. Experience with USAID expenditure analysis and approach.
- Demonstrated ability in problem solving, priority setting, planning and delegation.
- Very good knowledge of accounting software's such as QuickBooks, Peachtree, and others.
- Practical knowledge in Microsoft office applications.
- Critical thinking, well organized, analytical, and determined to follow through.
- Good knowledge of Financial Management and Accounting.
- Excellent written and oral communication skills in English and Amharic.
- Familiarity with Global Fund, USAID, CDC and the international donor funded projects.
- Able to work as a team.
- Ability to work in a very busy environment and good in stress management.

Are you intrigued? Apply!

Send us your CV with updated cover letter directly to us through recruitment@psiet.org email address by clearly marking "**Application for Sr. Finance Manager Position**" in the subject line before/on April 07, 2017 and if you successfully make your application you will receive an automatic response acknowledging receipt of your application. We'll call or e-mail you back if you qualify the requirements above.

PSI is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.