

VACANCY ANNOUNCEMENT

The **Strategies for Northern Development (SND)** is a local non-governmental organization working with Nomadic Pastoralist Communities in *Southern Ethiopia* and *Northern Kenya*. **SND** is guided by a **vision** to 'see a society where all Pastoralist Communities are resilient and live a dignified life'.

Key areas of SND focus include; (1) *Peace Building and Governance*, (2) *Food Security, Sustainable Livelihoods and Resilience*, (3) *Child Protection and Education*, (4) *Water, Sanitation and Health* and (5) *Humanitarian assistance*.

SND is seeking applications from qualified individual(s) to fill the following **open position**;

Position	Key Competence	Roles and Responsibilities
<p>Accountant</p> <p>Location: (Dubluk)</p> <p>Post: 1</p> <p>Contract Duration: (12 Months with possibilities of extension over the next 3 Years)</p> <p>Salary: (Competitive salary and other benefits shall be paid as per SND Scale)</p> <p>Submission Deadline: 19th January, 2024</p>	<p>A University degree in Finance/Accounting.</p> <p>Must have minimum of 2 years proven experience of financial management in NGOs.</p> <p>Able to work under pressure as may be required.</p> <p>Be a team player.</p> <p>A self-driven and able to work within tight deadlines.</p> <p>Well conversant with the accounting system.</p> <p>Excellent in computer packages, especially excel.</p> <p>Excellent oral and written communication skill in English.</p>	<p>The role of the Accountant will be to assist the finance manager in providing financial and administrative support to the organization. The Accountant will be responsible for maintaining sound financial and accounting systems and controls for the organization. The role entails performing day-to-day financial accounting tasks, including, processing payments, filing, and document retrievals.</p> <p>Further Roles and Responsibilities:</p> <ul style="list-style-type: none"> Ensures monthly payrolls for all staff are prepared according to policies and procedures of SND. Enters/post all financial data into the accounting system. Prepare financial reports of the projects in consultations with the team and share with immediate supervisor. Ensures the timely settlement of payroll tax, pension, staff provident fund and other obligations. Ensures that all unused official documents and vouchers of the organization are properly registered and are available in sufficient quantity. Verifies and ensures the required documentations and authorizations are presented before effecting payments and encoding data into the system. Ensures that planned activities are carried out in line with the approved annual plan and budget. Processes payments which involve ensuring all payments are adequately supported by appropriate documentations. Ensures that the necessary formats and documentations are used before and after payments are effected. Ensures all suppliers invoices and bills are paid on a timely basis. Prepares journal entries for, transfers, correction and adjustments in consultations with immediate supervisor. Reconciles bank statements with books of accounts. Participate in financial audits. Track bank deposits and payments. Assist in budget preparations and ensures all expenses are within the assigned project budget. Participate in reviews and implementations of financial policies. Ensure data integrity in all financial reporting. Perform financial analysis and management tasks. Review financial paperwork and procedures and make appropriate changes. Undertake other duties as required.

How to Apply:

Letter of applications along with a copy of your resume, a contact telephone number, copies of Academic certificates, professional certificates, testimonials and the names of 3-referees preferably from your previous work places, quoting their email addresses/contact numbers properly.

Clearly label/quote the job title above on your envelope addressed to '**SND-Human Resources Officer**' and hand-deliver to **SND's Borana Zone office in Yabelo, SND-Moyale Office or send copies of scanned (as listed above) documents via the email address - jobs@sndafrica.org.**

Female Candidates are strongly encouraged to apply.

Deadline for the submission of application is – **(Friday), 19th January, 2024 at 5:00 PM.**

Phone calls are **not allowed**. Only short-listed candidates will be notified.

SND is an equal opportunity employer!