

Carrier Opportunity



Poverty Action Network of civil society organizations in Ethiopia (PANE)

Poverty Action Network of civil society organizations in Ethiopia (PANE) is a specialized network of over 95 International and National CSOs/NGOs and networks from a range of areas around issues of poverty reduction and sustainable development in Ethiopia. PANE has also established regional 'chapters' (clusters of civil society coalitions) in all the Ethiopian regions (including 2 urban regions). Now PANE started creating CSO coalitions and capacity building programs at Wereda levels in some of the regions through its regional chapters. PANE coordinates and represents the active involvement of non-state actors in the poverty reduction processes mainly within the framework of PASDEP (the Ethiopian PRSP) and MDGs at various levels.

I. Job Title - Senior Accountant

Supervisor - Administration & Finance Head

Qualification - BA Degree in accounting, above 5 years experience and must be conversant with Peachtree accounting ,MYOB and Microsoft excel.

Summary of main duties and responsibilities:

The senior accountant will work closely with Administration and Finance Head to coordinate and execute financial activities of the organization.

He/she will take key responsibility of financial planning and implementing and reporting which include the smooth running of day-to-day accounting operation and ensure the maintenance of accounting system records. The senior accountant will also be responsible for coordination of the organizational audit.

Specific duties:

- Preparation of budgets for presentation to donors and to PANE's Executive Director.
 - Preparation of cash flow forecast as per schedule.
 - Ensuring the final balances are prepared monthly and donors' reports are prepared timely.
 - Closing of annual book of accounts and managing the annual audit process.
 - Distribute reports on time to the management and external stakeholders.
 - Follow up the smooth closure of projects when they phase out.
 - Prepare and file all the necessary vouchers;
 - Prepare cheque and effect payments after they are approved by Officer in charge;
 - Check the settlement of advance by the officers, regional chapters and partners and - prepare summary of advance settlements;
 - Provide adequate guidance for staff and partners upon the settlement of advance;
- Prepare & update fixed asset registry and tag them before they are handed over to the user(s);
- Update the fixed asset database and check its accuracy in regular basis;
- Control the use of printers and photocopiers and record the costs as per the guidance given by AFD ;
- Follow up the hiring of workshop/training aided equipment to partner organizations;

-Take physical stock inventory in collaboration with the office manger and other staff;

- Check the petty cash replenishment and make surprise crtipate in fund raising activities.

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PANE provides attractive salary and benefits package to eligible candidates

Interested applicants should submit their CV and credential with non returnable copies of supporting documents in person at our office within 7 days.

Address – 22 Matoria near to kidus Gebrel Hospital and take the right road before you arrive Awraris Hotel.

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