

**Vacancy Announcement**

DKT Ethiopia is a social marketing organization and an affiliate of DKT International established in 1990 to promote family planning and HIV/AIDS prevention. The three main program areas are prevention of HIV/AIDS, ensuring sustainable access to family planning products and services, and improving the survival status of mothers and children.

Please send an updated resume with a cover letter to [recruitment@dktethiopia.org](mailto:recruitment@dktethiopia.org)

DKT Ethiopia (Duty Station: Addis Ababa) invites potential applicants for the following post:

**Deputy Head of Finance**

**Job Description:**

The following are job responsibility; but not limited to:

* Assist the Head of Finance to meet his deliverables.
* Implementing cost accounting standards to ensure correct reporting of COGS and variances.
* Collecting, interpreting, and reporting financial information
* Assist Head of Finance in preparing management and grant reports by collecting relevant data and collaborating with the program team.
* Check all requirements are ensured through transactional compliance and data reconciliation during each report preparation
* Assist Head of Finance in establishing finance and supporting function policies, systems, and procedures, as required
* Ensuring Producing financial reports related to budgets, account payables, account receivables, expenses etc.
* Closely monitors all financial activities and keeps the Head of Finance advised of all situations, which have the potential for a negative impact on internal controls or financial performance.
* Staff capacity enhanced by identify gaps through on job training that help to deliver at their full capacity and under minimum supervision

**Qualifications and Skills:**

* Bachelors’ or Masters’ degree in Accounting, Business Administration, Commerce or Finance (ACCA,CPA, CA will be preferred)
* Minimum 6 years of relevant experience in the development sector and exposure to grant accounting.
* An analytical mind with strong problem-solving skills.
* Negotiation skills and the ability to develop strong working relationships
* Commercial and business awareness
* A keen eye for detail and desire to probe further into data
* Ability to stick to time constraints and deliver on timelines
* Strong interpersonal and communication skills.
* Excellent written and verbal English proficiency.
* Proficient in MS Office and working knowledge of SAP is a plus.

Reports to: Head of Finance