

**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 a resume and cover letter to** recruitment@dktethiopia.org

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

**Head of Finance**

**Job Description:**

The following are job responsibility; but not limited to:

* Collecting, interpreting, and reviewing financial information
* Predicting future financial trends
* Reporting to management and stakeholders, and providing advice how the company and future business decisions might be impacted
* Producing financial reports related to budgets, account payables, account receivables, expenses etc.
* Developing long-term business plans based on these reports
* Reviewing, monitoring, and managing budgets
* Developing strategies that work to minimize financial risk
* Analyzing market trends and competitors

**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: Country Director