

sequa gGmbH is a globally operating non-profit development organisation. Since 1991 sequa has carried out international cooperation programmes and projects in close collaboration with the German and European private sector. sequa offers know-how and long-term experience in capacity development for chambers and associations (BMOs), vocational education and training, private sector development and trade promotion. The organisation is based in Bonn, Germany. sequa employs more than 100 persons (2021) and reported a turnover of EUR 41 m in 2020.

We are offering a project-based assignment as

Administrative and Financial Officer (m/f/d)

Location: Addis Ababa, Ethiopia
Assignment Period: February/March 2022 – December 2025
Project: BIC Ethiopia

The Project

The project BIC Ethiopia will start operations on the 3rd of January 2022 for 48 months. The overall objective of BIC Ethiopia is to capacitate business incubators in supporting agri-tech and agri-business start-ups and MSMEs to improve market access, generate higher income and create jobs. The action has two specific objectives.

- To enable existing and new incubators supporting high potential start-ups with an innovative business model addressing market needs and potentials in terms of job creation and income generation.
- To enhance business incubators' ability to unlock the potential of agri-tech and agri-business by delivering necessary tools to enable business growth along different stages of maturity.

A team of dedicated local and international staff will be placed in Addis, sequa Bonn is providing backstopping and controlling support. The Project BIC Ethiopia will be implemented by sequa (lead), adelphi, Menschen für Menschen, Icehawassa, Addis Ababa Chamber of Commerce and Sectoral Associations and Foundation GrowthAfrica.

Tasks / Responsibilities

- Overall financial management
- Manage the financial aspects of BIC Ethiopia (day-to-day financial management)
- Revise, comment and improve all financial drafts
- Implement financial policies and procedures
- Establish and maintain cash controls and accounts
- Establish, maintain and reconcile the general ledger (Excel)
- Maintain records on the project budget

- Elaborate financial reports for sequa Bonn for local expenditure
- Prepare and reconcile bank statements
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Monitor bank account and cash-on-hand
- Assist and comply with all audits
- In charge of proper procurement of freelance services, supplies, and other services etc.
- Support the team leader in managing financial support to third parties
- Manage the travel cost compensation for Addis staff

Your Qualification / Skills / Experience

- Degree in either accounting, finance, or administrative management
- At least 5 years of professional experience
- Fluent in English
- Work experience in financial administration of EU funded projects, including knowledge of the EU Practical Guide to Contract Procedures (PRAG) is considered an asset
- Dedication for Integrity
- Experience in working with international organisations
- Good communication and intercultural skills
- Highly self-motivated
- Teamworking ability
- A methodical approach and problem-solving skills
- Ability to reflect on one's own work as well as the wider consequences of financial decisions
- High degree of organisational skills and ability to manage deadlines
- High level of numeracy
- Analytical ability
- Very good user knowledge of MS Office programs, above all MS-Excel

Please send us a cover letter, your CV in the EuropeAid format, relevant resumes, and your salary expectation. Please use the English language. The CV template can be downloaded from our website.

Subject to comparable qualification handicapped persons will be preferred.

Please send us your application to oliver.petzoldt@sequa.de by **no later than February 4th, 2022**.