



Project Finance and Admin Officer (JOB OPPORTUNITY)

Background

Vétérinaires Sans Frontières - Germany (VSF Germany) is a non-governmental, non-profit making international Organization engaged in humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. With support in animal health, agriculture, WASH, marketing, and food safety, VSF works towards food security and strengthened livelihoods of pastoralist and agro-pastoral communities. VSF Germany is registered and licensed in Ethiopia by the Authority for Civil Society Organizations since March 2010 as foreign organization re-registered since May 23, 2019, with License no 1662. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Somalia, and Uganda.

VSF Germany seeks to recruit qualified and well-experienced staff for projects entitled "Sustainable Diversified Diets for Improved Nutrition in Seqota Declaration Woredas of Ethiopia (Sidama and Central Ethiopia Regions) " funded by the World Food Programme (WFP) in Sidama and Central Ethiopia Regions. The positions to be filled are as follows and in each position female are highly encouraged to apply.

Position:

Job title: Project Finance and Admin Officer

Line manager: Project manager

Place of work: Hawassa

Donor: WFP

Monthly salary: As per VSF G salary scale

No. of positions: One (1)

Contract period: For One year with possible extension based on available funding

Job Summary:

The Project Finance and Admin Officer is responsible for managing field-level financial, administrative, logistics, and asset management functions in compliance with donor regulations and VSF Germany policies. In close collaboration with other VSF Germany staff, the position ensures accurate financial processing, effective budget control, procurement and logistics coordination, fleet and asset management, HR administrative support, and timely reporting to the Field Coordination Office. S/he is also responsible for assisting the project manager in project design, planning, budget management, reporting, and other related project management tasks, contributing to efficient, transparent, and accountable project implementation.

Key Areas of responsibility:

- Manage and control project budgets in accordance with donor regulations and organizational finance and administration manuals.
- Review, prepare, and process payment, receipt, and journal vouchers; post transactions accurately and timely in the accounting system and cash book.

- Ensure all financial transactions are supported with adequate documentation and properly recorded in both hard and soft copy.
- Monitor and verify correctness of expenditures against approved budget lines and project financial reports.
- Prepare and submit monthly cash requests and ensure proper cash and cheque management.
- Reconcile petty cash, safe balances, and cash summaries on a regular basis.
- Follow up on timely settlement of all advances, including per diem and travel advances, and report overdue settlements to the Project Manager.
- Process staff salaries, per diem payments, and ensure timely settlement of income tax, pension, and withholding tax obligations.
- Analyze receivable and payable balances and prepare monthly summaries of statutory deductions.
- Ensure compliance with procurement procedures and asset management policies; verify deliveries against approved purchase orders.
- Maintain and regularly update fixed asset, inventory, stock, and fleet records, ensuring proper custody and use of assets.
- Coordinate logistics for meetings, trainings, workshops, field visits, travel, accommodation, and transport arrangements.
- Manage fleet operations including vehicle logbooks, movement tracking, daily travel schedules, and monthly fleet reports.
- Ensure timely payment and follow-up of utilities, telephone, and service bills at field office level.
- Maintain staff administrative records, track annual leave, and support HR-related administrative processes.
- Verify and submit original financial documents to the Country Office on a monthly basis while retaining accurate copies at field level.
- Ensure timely and accurate reporting of all field financial and administrative transactions to the Country Office.

Job Requirement:

- Bachelor's degree in Finance, Accounting, Commerce, Business Administration, Economics, HR Management, or a related field.
- Minimum of 5 years of relevant professional experience, preferably in an NGO environment, in finance, administration, logistics, or related roles.
- Strong knowledge of accounting principles, financial controls, and donor compliance requirements.
- Experience with accounting and financial management software (knowledge of Microsoft Dynamics is an advantage).
- Familiarity with WFP donor-funded projects is a strong asset.
- Experience in procurement, logistics, fleet, asset management, and HR administration is advantageous.
- Strong organizational and multitasking skills with high attention to detail.
- Good computer skills and proficiency in MS Office applications.
- Strong interpersonal and communication skills, with the ability to work independently and under pressure.

How to apply

Interested and qualified candidates meeting the minimum requirements should send application comprising of the following documents through: <https://forms.gle/aA2K6QGLkbtEkXTU7> within 10 working days post advert, on or before January **27th 2026**.

1. Updated CV not more than 3 pages
2. Cover letter for application only One (1) page
3. One-page summary table of educational background, work experience, skill, competence and current or last salary.

DON'T SUBMIT copies of transcripts, academic degrees, or recommendation letter as you will provide them up on request only. Make sure also you clearly state the job position and location in your email or on the cover of envelop and or application letter.

Due to the urgency of some position we shall conduct assessments on an ongoing basis as applications are received.

Disclaimer:

VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.