

Finance and Accounts Manager

Addis Ababa, Ethiopia



Requirements in a nutshell

Education	BA Degree in Accounting/Finance (Masters is a plus). Fully qualified CA/CPA or CFA professional
Must-have	5 years of relevant experience and excellent communication skills. Experience with QuickBooks is preferred
Languages	English and Amharic
Location	Addis Ababa, Ethiopia

About Laterite

Laterite is a data, research and analytics firm specialized in complex development challenges. We work with universities, global think tanks, international NGOs, multilateral donor organizations, and government ministries and agencies. Our clients include, for example, the World Bank, USAID, TechnoServe, Promundo, the Mastercard Foundation, and several UN agencies.

We currently have offices in the Netherlands, Rwanda, Ethiopia, Kenya, Uganda, Tanzania, and Sierra Leone. The team brings together more than 80 full time local and international staff, as well as 1,000+ enumerators across all countries. We are proud to be a culturally diverse organization, and we welcome applications from groups currently under-represented in our team. Learn more: www.laterite.com

We work in socio-economic development research projects. We believe that impact is a long-term endeavour that requires being embedded in the local context. Delivering high-quality research requires building local teams and data collection systems, knowing the country, and establishing close working relationships.

One of Laterite's key strategic goals is to create a collaborative and rewarding working environment for our staff, where every team member feels engaged, represented, and heard. Laterite is committed to create opportunities for learning and career development within the team and across our offices.

Laterite is committed to creating a diverse environment and is proud to be an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

What you will do:

We are looking for a new colleague to join our finance team in Ethiopia. Our new colleague will:

- Ensure effective accounting and recording in the Ethiopia office, keeping track of project records, and providing overall financial oversight and monitoring.
- Maintain accurate cash flow forecasts and effectively explain the cash flow position and highlight any risks.

- Ensure optimal working capital management and manage and monitor currency exposure.
- Ensure accurate and timely payroll preparation and compliance with applicable laws.
- Prepare accurate and timely project profitability analysis and proactively seeks ways to manage project costs.
- Ensure maintenance of accurate project financial reports in line with unique client reporting requirements
- Ensure compliance with internal transfer pricing policies and advise on any risks and any changes with local transfer pricing regulations.
- Ensure sales invoices are raised as soon as deliverables are complete and monitor collections in line with credit periods.
- Prepare year-end financial statements and serve as the main liaison for the annual external audit.
- Review, generate and analyze monthly financial reports and perform any other financial analysis needed for decision making
- Ensure proper accounting and recording of intercompany transactions including timely reconciliations
- Keep abreast of changes in tax law and any other regulations in Ethiopia and advise on the impact on business operations
- Handle correspondence with suppliers and third parties such as bankers, tax authorities and govt agencies
- Develop innovative systems and policies to improve efficiencies in finance operations.

What you will bring:

- BA Degree in Accounting/Finance (Masters is a plus)
- Minimum 5 years of relevant professional experience
- Fully qualified CA/CPA or CFA professional
- Excellent spoken and written English communication skills
- Excellent knowledge of accounting, book-keeping and forecasting and operations management, and proficiency in MS Office especially Excel
- Experience with QuickBooks accounting software is preferred

What's in it for you?

Laterite offers a competitive remuneration package, including medical insurance and 21 days of annual leave. We are also committed to supporting our staff's learning, providing an annual learning budget of up to \$1,000 per person and 10 days of time off for professional learning each year. We also provide remote work options in accordance with Laterite's remote work policy.

The salary for this role is between ETB 67,000 to ETB 81,000 net per month. The salary is paid in local currency and is re-adjusted for any devaluation in the currency compared to the US dollar based on the latest exchange rate (USD to local currency) of January 1st each year. The exact salary grade will be determined based on the selected candidate's experience and performance in interviews. Salaries are pegged against the pay matrix, and grades are reviewed every 6 months. There is ample opportunity for growth both in terms of salary scales

and roles. Promotions at Laterite are reviewed every 6 months during our performance evaluation.

What next?

1. Online assessment

The first step is to complete a 30-minute online assessment for which no special preparation is needed.

Link to the assessment: <https://form.jotform.com/231561994153561>

2. Submit application

Successful candidates will then be invited to upload their CV and cover letter via our online application system.

3. 2nd assessment

Shortlisted candidates will then be invited to a second assessment. This assessment will be used to evaluate your skills and capabilities in key areas such as financial analysis, risk management, leadership, regulatory compliance, and problem-solving. You will have the opportunity to showcase your expertise through a series of tasks and scenarios that will reflect the real-world challenges you will face in the role.

4. Interviews

Successful candidates will then be invited to a first interview. The interview stage will consist of two rounds of interviews.

Deadline

Interested candidates must apply by **July 21, 2023**.