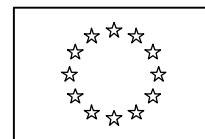


# VACANCY ANNOUNCEMENT



Lay Volunteers International Association (LVIA),  
International NGO,  
Has the following vacancies:



## **ACCOUNTANTS**

LVIA is searching for two Accountants for the Addis Ababa and Shashamane offices, having the following:

### **Main duties:**

- Perform day to day accounting activities as per LVIA and donors standards.
- Categorize payments clearly and precisely under the appropriate expenditure codes of respective projects.
- To receive and check supporting documents from projects, record it and provide general Ledger back to the projects.
- Record petty cash expenditures and prepare check for replenishment.
- At the end of each month summarize all payment evidences (Invoices, receipts, GRN, letter, agreements, attendance sheets etc...) according to the projects expenditure code.
- Prepare checks for payments to be approved by Project Coordinators or Country Representative.
- Produce statements of budget expenditures by projects
- Prepare the monthly payroll for the staff.
- Check and verify Cash Payment, Bank Payment
- Produce monthly Bank Reconciliation statements
- Prepare the Government taxes and other obligations
- Prepare all the necessary documents for annual audit and audit from donors.
- Carry out any other assignments given by the Finance Head or the Country Representative.

### **Qualification and experience:**

- .Minimum Diploma in accounting
- At least 2 years work experience as accountant with International NGOs
- Computer skills : Microsoft Office – At least one accounting informatics system
- English and Amharic languages fluently spoken and written
- Italian language will be appreciated

### **Duty station:**

The positions will be based in Addis Ababa and Shashamane.

### **Type of employment:**

Contract up to 31<sup>st</sup> December 2010, with three months probation period and possible extension.

### **Salary:**

Basic salary based on qualification and experience, and according to LVIA salary scale.

Benefits : monthly allowance, monthly provident fund, medical insurance, termination indemnity, annual bonus.

Please submit written application with CV by post or email to:

LVIA Ethiopia Country Office  
Ring Road – Imperial Hotel area  
P.O. Box 102346 – Addis Ababa  
Phone number: 0116187650  
Email : [addis@lvia.org.et](mailto:addis@lvia.org.et)

**Closing date:** 18 October 2009