



Vacancy Announcement

The mission of Wycliffe Ethiopia is Bible translation, Scripture Engagement, and community development in collaboration with those who serve and share common values with us, making a significant impact on the community. Wycliffe Ethiopia believes God has created all creations in diversity to complement each other in unity and co-existence. So, we believe in partnership, which also shows that the qualities and aspects of God are meant to be shared and demonstrated in the languages and cultures of all people. Wycliffe Ethiopia recognizes the need for Bible translation, scripture engagement, integrated community development, and language development in Ethiopia and beyond. To answer these needs, Wycliffe Ethiopia will work towards encouraging the Horn of Africa Churches, local governments, and Church organizations to fulfill the needs of the community. We encourage and promote the work of Bible translation and related activities by networking with other organizations that share our goals and core values. Our goal is to provide an environment where many partners can serve together as colleagues for the language communities of Ethiopia and beyond.

Core Values:

- We believe the Bible is the inspired Word of God
- All languages are equal and are given by God
- Language communities should have access to the scriptures
- Develop and document the languages unique to the communities we serve
- We desire the Bible to be translated into all languages
- Acknowledge dependence on God
- Operate with partnerships and service
- Offer Services for all communities without discrimination

For more information, please visit <https://www.wycliffeethiopia.org/>

To effectively achieve its mission, Wycliffe Ethiopia is currently seeking to hire an experienced and talented Senior Accountant for our headquarters in Addis Ababa.

Job title: Senior Accountant

Department: Finance

Reports to: Finance Director

Job Summary: The Senior Accountant is responsible for managing and overseeing daily accounting activities, preparing financial reports, ensuring compliance with accounting standards and organizational policies, and supporting financial planning and analysis. The role requires strong analytical skills, attention to detail, and the ability to maintain accurate financial records.

Key Responsibilities

1. Financial Management

- Prepare and maintain accurate financial records and reports.
- Monitor and reconcile general ledger accounts.
- Ensure timely preparation of monthly, quarterly, and annual financial statements.
- Manage cash flow and monitor financial transactions.

2. Accounting Operations

- Oversee accounts payable and accounts receivable activities.
- Review journal entries, invoices, payment vouchers, and supporting documents.
- Conduct bank reconciliations and account reconciliations regularly.
- Ensure proper documentation and filing of financial records.

3. Budgeting and Reporting

- Assist in preparing annual budgets and financial forecasts.
- Monitor budget utilization and report variances.
- Provide financial analysis and recommendations to management.
- Prepare financial reports for management, and regulatory bodies.

4. Compliance and Internal Control

- Support internal and external audits by preparing required documentation.
- Maintain strong internal control systems to safeguard organizational assets.
- Identify and address financial risks and irregularities.
- Ensure adherence to accounting standards (e.g., IFRS/GAAP) and local tax regulations.

5. Payroll and Tax Administration

- Review payroll processing and statutory deductions.
- Ensure timely filing and payment of taxes and other government obligations.
- Maintain compliance with labor and tax laws.

6. Team Support and Supervision

- Provide guidance and support to junior accounting staff.
- Review work prepared by accountants or finance assistants.
- Assist in improving accounting systems and procedures.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
- Proficiency in accounting software, including Peachtree, Accpac and Microsoft Office applications, especially Excel.
- Minimum of 4–6 years of accounting experience.
- Experience in NGOs, corporate organizations, or financial institutions is preferred.

Skills and Competencies

- Strong knowledge of accounting principles and financial reporting.
- Proficiency in accounting software,
- Excellent analytical and problem-solving skills.
- High level of accuracy and attention to detail.
- Strong communication and organizational skills.
- Ability to work independently and meet deadlines.
- Understanding of tax laws and financial regulations.
- Any other tasks as assigned by the Finance Director
- Integrity and ability to maintain confidentiality

Key Performance Indicators (KPIs)

- Accuracy and timeliness of financial reports.
- Compliance with accounting standards and tax regulations.
- Effective budget monitoring and cost control.
- Successful audit outcomes.
- Efficiency in financial record management and reporting.

Language Requirement: Fluency in English and Amharic (required).

How to Apply

Qualified candidates are encouraged to submit their resume, cover letter, and any other required documents in PDF format to vacancy@wycliffeethiopia.org by May 21, 2025.

Please ensure that the subject of your email clearly states the position you are applying for. Only applicants who meet the minimum qualifications will be considered for the position and contacted for further steps in the application process.