



Role Description

Role Title:	ELFA Finance and Support Services Assistant
Reports to:	Finance & Support Services Officer, Senior Project Officer for ELFA project
Accountable for:	N/A
Duration:	12 months (with possibility of renewal for additional six months)
Department:	Mozambique Country Office

About Sightsavers:

Sightsavers is an international development organization working across more than 35 countries to prevent avoidable blindness, treat neglected tropical diseases and promote disability rights.

Purpose of the role:

The ELFA Finance and Support Services Assistant is responsible for daily running of the finance & support services function under the leadership of the Finance & Support Services Officer (FSSO) and the Senior project officer.

Key accountabilities:

- Prepare payment requisitions for ELFA project.
- Process payment of expenses, including per diem and transport to participants during activities in the field for ELFA project.
- Prepare deposit slips for cash to be deposited into the bank account/bank transfers.
- Maintain accounting files and records for ELFA project.
- Support logistic for travels and activities for ELFA project.
- Track and following up on outstanding advances and ensure timely reconciliation.
- Daily filling of vouchers for ELFA project.
- Updating and maintenance of fixed asset register under the direction of FSSO.
- Prepare all the logistic in preparation and during seminars, workshops, etc.
- Assist in procurement of project assets and goods.
- Assist in periodic verification of physical inventory.
- Assist in booking hotels and shuttle services for Sightsavers Staff travelling and coming into the country.

Core behaviours:

1. Change and improvement – Consistently strives to achieve high standards of performance; comes up with new ideas to improve performance in own/related job/s.
2. Communicating and influencing – Listens to information and instructions effectively. Communicates confidently and effectively with colleagues and partners.

3. Planning and organisation – Prioritise activities and develops plans to achieve them, monitoring own progress. Analyses and organises routine data on a regular basis.
4. Delivery and implementation – Get things done, can be relied upon to do what they say they will and is committed to achieving good quality work to agreed standards.
5. Team working – Participates with other team members and contributes constructively, is a valued member of the team. Knows about other parts of the organisation and contributes positively to a global team.

Qualifications and experience:

1. Holds a degree in Finance/Accounting or related field or is in final year of completion.
2. Holds or is working towards a professional accounting qualification.
3. Budget and data analysis skills
4. Excellent communication skills (both oral & written).
5. Experience working with accounting systems is an advantage.
6. Knowledge of NGO environment and work
7. Advanced computer skills in MS Office programs, particularly Excel
8. Knowledge and experience of working with district local governments and district health systems.
9. Ability to work with minimum supervision.

As an equal opportunity employer, we actively encourage applications from all sections of the community. Sightsavers is a Disability Confident Leader and qualified people with disabilities are particularly encouraged to apply.