

Job Title: Finance Assistant

Location: Assosa, Benishangul Gumuz Region (Only candidates who are eligible to work legally without work visa sponsorship in Ethiopia will be considered.)
Contract Type: Full-time (40 hours per week)/1-year fixed term contract
Hiring Salary: Organizational Scale
Target Start Date: As soon as possible
Application Closing Date: August 10, 2026 23:59 EAT This job advert is for a vacancy subject to funding and role approval.

About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Right To Play Ethiopia started its operation in 2005 and have implemented several interventions to protect, educate and empower children and youth in different parts of the country.

Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- Paid leaves (20 days annual leaves, 3 personal days per year)
- Competitive benefits such as medical and life insurance, hardship allowance, transportation allowance, communications allowance, etc.)
- Learning opportunities and 5 learning and development (L&D) days per year
- More information on what we offer is available on [our website](#).

Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/245672-finance-assistant-score-project-assossa/1116956-application-form/en>

Please note that applications will be reviewed on a rolling basis, you are encouraged to apply as soon as possible.

Qualified Female Applicant are highly encouraged to Apply

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer. More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at careers@righttoplay.com. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

Job Description:

Job Title: Finance Assistant	Grade: 4
Reports Directly to: Finance Manager	Location: Ethiopia, Benishangul Gumuz Region, Assosa
Direct Reports: N/A	Department: Finance

1- Purpose:

Provide essential transactional and administrative financial support by processing financial documentation, performing data entry, preparing payments, maintaining accurate filing systems, and

supporting petty cash and bank reconciliation activities, ensuring alignment with Right To Play financial procedures.

2- Accountability & Responsibilities:

• **Financial Transactions & Documentation (50%)**

Conduct three-way match checks (invoice, PO, goods received); verify supporting documents; prepare and process payments; file and maintain financial documents; maintain organized electronic and hard-copy financial filing systems, manage petty cash and support daily transaction processing.

• **Cash & Bank Operations (15%)**

Follow up on bank transactions; collect and file bank statements; deposit staff advance returns; support petty cash spot checks; perform monthly bank reconciliations; assist with field payments during program activities.

• **Perform Financial Data Entry (20%)**

Enter daily cash, bank, journal, and receipt vouchers into accounting systems; support petty cash data entry; Assist the Finance Manager with preparing monthly financial reports and budgets; Support budget follow-up, coding checks, and expenditure verification; and contribute to financial forecasts as requested.

• **Perform other duties as assigned**

3- Scope (geographical and/or functional), Impact and Autonomy

- Supports financial processing, reporting, and compliance. Ensures accuracy and completeness of financial
- data. Scrutinizes procurement documentation to ensure compliance with procurement policies. He/she is
- expected to demonstrate strong ethical behavior, safeguard assets and ensure compliance and confidentiality.

4- Leadership and Staff management

Provides routine support to staff on documentation and advances as needed.

5- Information requirement for decision-making

Requires access to transaction documents, cashbooks, bank statements, and activity financial reports to accurately process and reconcile financial data. Uses established procedures to ensure data quality and escalate issues to the Finance Manager.

6- Innovation and Improvements

Identifies opportunities for improvements to documentation quality, filing systems and reduced errors.

7- Relationships & Communications: Internal / External:

The Incumbent is expected to work well with the Finance Manager, other country office and field office staff, and relevant external stakeholders such as partners, vendors and service providers.

8- Expertise (Certifications / Education, Professional Experience/Language)

- Bachelor's degree (or relevant experience) in finance, accounting, business administration, or related field.
- Minimum 2 years' experience in accounting, grants, and budgeting.
- Strong MS Excel and Word Skills
- Strong bookkeeping and documentation discipline.
- Familiarity with financial systems and software
- Fluency in written and spoken English and relevant local language(s). French required in francophone contexts.

9- Core Competences

- **Collaboration:** Works well with team members and colleagues, sharing information and supporting tasks while maintaining positive working relationships.
- **Growth Mindset:** Demonstrates willingness to learn, improve accuracy, and strengthen skills through practice and feedback.
- **Resilience:** Handles routine challenges and workload pressures with calm, seeking guidance when needed
- **Professionalism:** Completes tasks reliably and ethically, maintains confidentiality, has strong attention to detail and follows financial procedures consistently.
- **Management and Interpersonal Skills:** Communicates clearly, organizes workload efficiently, and interacts respectfully with staff and partners

10- Additional Information

May require travel within the country, including hardship areas. The role involves periods of high workload and extensive work with financial data.