

## Job Title: Finance Officer

**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: May 31, 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/239655-finance-officer-score-project/1086042-application-form/en>

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

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](mailto: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 Officer	Grade: 6
Reports Directly to: Finance Manager	Location: Ethiopia, Benishangul Gumuz Region, Assosa
Direct Reports: Finance Assistant	Department: Finance

**1- Purpose:**

Ensure accurate, timely, and compliant financial accounting and reporting for assigned projects and Country Office and/or Sub-Office operations. Support budgeting processes, maintain strong financial documentation, and monitor expenditures to ensure, as internal auditor, compliance with Right To Play policies, donor requirements, and local regulations.

**2- Accountability & Responsibilities:**

- **Implement Financial Accounting & Reporting Processes (45%)**
- Execute project and Country Office accounting tasks, including timely month-end close, accurate bank and cash reconciliations, coding verification, and preparation of financial reports. Maintain complete filing systems, review expenditures for accuracy and compliance, assist with audit preparation, and support partner expenditure reviews and monthly budget pipelines.
- **Support Cash & Treasury Management (20%)**

- Prepare cash reconciliations; monitor petty cash balances; follow up on staff and partner advances; and ensure timely processing of routine banking transactions in compliance with financial controls.
- **Ensure Adherence to Financial Guidelines & Internal Controls (20%)**
- Apply Right To Play and donor financial policies; ensure procurement documentation completeness; monitor compliance with tax and statutory regulations; maintain updated asset and inventory records for assigned projects; and uphold internal control requirements.
- **Provide Financial Support to Programs (15%)**
- Work closely with project and program staff to support budgeting, financial monitoring, and preparation of donor financial reports. Ensure field-level understanding of compliance requirements.
- **Perform other duties as assigned.**

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

Operate with moderate autonomy under the supervision of the SFO/FM, ensuring accuracy, compliance, and timeliness of financial data. Impacts financial reporting quality, donor compliance, and budget monitoring. Provides reliable data and analysis to support decision making. Keeps up dated of donor and RTP policies and procedures. Has an eye for detail and scrutinizes procurement documentation to ensure compliance with procurement policies. The incumbent is expected to demonstrate strong ethical behavior, safeguard assets and ensure full statutory, fiscal, and HR data compliance and confidentiality. He/she is expected to manage time well to handle large volume of transactions.

### **4- Leadership and Staff management**

May supervise Finance staff, where applicable. Provides guidance on day-to-day accounting processes and ensures program and other staff follow financial procedures. Supports capacity building through routine coaching.

### **5- Information requirement for decision-making**

Uses financial system data, reconciliations, payroll records, partner reports, and procurement documentation to produce accurate financial information. Applies standard analytical methods (e.g., expenditure vs. budget analysis) to support reporting accuracy. The incumbent will also support preparing project budgets for proposals and reports to donors.

### **6- Innovation and Improvements**

Identifies opportunities to streamline accounting tasks, improve documentation quality, enhance reporting accuracy, and strengthen compliance. Suggests practical process improvements aligned with country and HQ finance procedures.

### **7- Relationships & Communications: Internal / External:**

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

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

- Bachelor's degree in finance, accounting, business administration, or related field.

- 4 years' experience in accounting, grants, and budgeting.
- Experience preparing financial reports and supporting donor-funded projects.
- Experience with partner financial monitoring (asset).
- Strong Proficiency in MS Excel, Word, PowerPoint.
- Strong bookkeeping and documentation discipline.
- Familiarity with accounting software (preferably Microsoft 365)
- Fluency in written and spoken English and relevant local language(s). French is required in francophone contexts.

#### **9- Core Competences**

- **Collaboration:** Works effectively with colleagues across departments and partners by sharing information, supporting tasks, and maintaining positive working relationships.
- **Growth Mindset:** Demonstrates willingness to learn and improve by applying feedback, strengthening accuracy and attention to detail, and steadily building financial management skills.
- **Resilience:** Responds calmly and constructively to routine challenges such as tight deadlines, data issues, or last-minute changes, seeking guidance when needed.
- **Professionalism:** Upholds Right To Play's values through reliable, ethical, and accurate work, maintaining confidentiality and consistently following financial procedures.
- **Management and Interpersonal Skills:** Provides basic guidance to junior staff or colleagues on financial procedures.

#### **10- Additional Information**

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