



Deutsche Botschaftsschule  
Addis Abeba

German Embassy School

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**14. Februar 2022**

## **THE GERMAN EMBASSY SCHOOL ADDIS ABABA IS LOOKING FOR A FINANCE ASSISTANT (FULL-TIME)**

### **Responsibilities:**

- Finance management and disbursements (cash, check and transfers incl. preparation) of invoices, reimbursements and salary payments
- Bank account management (e.g. opening new accounts, etc.)
- Petty cash management
- Preparation and filing of payment slips, receipts and confirmation for invoices and vouchers
- Cash box management
- Safe box management
- Handling school supply orders and sales
- Managing and filing of bank account statements and transmission of information to various entities
- Income deposit
- Preparing, sorting and summarizing payment documents
- Preparing monthly payment summaries
- Developing an in-depth knowledge of organizational procedures
- Providing customer service to teachers and parents
- Communication with external parties (tax consultants, banks)
- Adherence to all deadlines and schedules

### **Start of work:**

Immediately

### **Scope of work:**

Full-time (40 hours)

### **Required Competences:**

- **Educational requirements:** MA/MBA or BA in Accounting and/or Finance
- **Work experience:** Five years and above of working in the areas of finance and/or accounting

### **Required skills:**

- Professional experience and proven knowledge in the areas of finance and/or accounting
- Experience and knowledge of MS Office applications, specifically MS Excel
- Excellent command of the English language, knowledge of German and/or Amharic language would be an advantage

- Ability to work in a team
- Highly motivated and committed
- Willingness to work outside of regular working hours when necessary
- Experience in accounting (e.g. use of an accounting software such as Sage) preferred

**Benefits:**

- Appropriate payment according to qualification and professional experience
- Attractive working conditions in a motivated team and an international environment

**Application:**

- Please send your full application (CV, certificates and references) by email to [hr@dbsaa.de](mailto:hr@dbsaa.de). Incomplete applications will be disregarded.

**Application Deadline:** 25.02.2022

Zertifizierte "Exzellente Deutsche Auslandsschule", IB-World School

Anerkannte Deutsche Auslandsschule: Kindergarten, Primarstufe, Sekundarstufe I & II, „Gemischtsprachiges International Baccalaureate“

