



## Employment Opportunities

### **1. Accountant**

*Full time, permanent, competitive salary with excellent benefits*

#### **Responsibilities**

Disburse funds for program activities and maintain accurate financial records.  
Produce timely multi-donor financial reports using QuickBooks for program planning and monitoring.  
Prepare accurate organizational accounts for reporting and auditing purposes.  
Adhere to and refine existing financial policy and develop financial policy manual.

#### **Required Qualifications, Skills, Qualities**

At least 5 years experience of finance management for an NGO  
Must have demonstrable expertise in QuickBooks (will be tested)  
Detail oriented and values accuracy  
A holder of a first degree. Masters degree or other relevant professional qualification an advantage  
Self-motivated and displays initiative  
Actively demonstrates transparency and integrity  
Computer literate: Word, Excel, **QuickBooks**

#### **Application Procedure**

Submit a thoughtful cover letter, CV, and a one page writing sample that describes how you would foster and sustain an efficient accounting system that serves the needs of a dynamic organization to [jobs@raisingvoices.org](mailto:jobs@raisingvoices.org).  
Include job title in subject line.

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**Deadline for all positions: February 10<sup>th</sup> 2012**

Position is open until filled. Shortlisted candidates only will be contacted.

Do NOT send transcripts or certificates. Incomplete applications NOT considered. No phone calls please.