

Position title:	Financial Officer, Farm Radio International
Position location:	Ottawa, ON
Reports to:	Finance Manager, Farm Radio International
Contract term:	Indeterminate
Deadline to apply:	Until position is filled

Nature and Scope:

Under the direction of the of the Finance Manager for Farm Radio International, the FRI Financial Officer will support the Financial Analysts and provide corporate finance support, as well as financial administration assistance.

Key Responsibilities

Project management:

- Ensure monitoring of field transactions through analysis and verification of assigned field reports including reconciliation with advance, verification of supporting documents and currency conversion. Follow-up with field offices on issues relating to the field reports.
- Follow-up on outstanding field advances and receivables
- Compile and record the collection of data for various donor reports.
- Support the Finance Manager and Financial Analyst in producing financial and budgetary reports for both the program and the organization.
- Inform the Finance Manager of discrepancies between standard and program specific financial and accounting practices to actual practices.
- Ensure that the Program expenditures conform to the terms of the agreements
- Inform the Regional Managers on the field office budget variances and offer possible solutions.
- Contribute to the development and implementation of standard administration and finance systems and procedures.
- Assist the Finance Manager in responding to requests from the Director of Finance and the Executive Director.
- Other duties as assigned.

Corporate Finance:

- Process vendor payments through EFTs & Wire and record payment to the accounting system
- Pays employees by receiving and verifying expense reports and requests for advances
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Record deposits & donations and perform reconciliations
- Maintains historical records of deposits and payments, and filing documents
- Perform monthly bank reconciliations
- Review AP/AR aging lists and perform balance sheet accounts reconciliations

Qualifications and Competencies:

- A university degree in accounting; experience deemed to be equivalent to this requirement may be acceptable
- Three years of experience in accounting with administration responsibilities (in Canada).
- Written and oral proficiency in English and French (essential).



- Knowledge of administrative processes.
- Knowledge of financial functions
- Must be very organized and detail-oriented
- Ability to prioritize and manage time effectively

Background:

Farm Radio International is a unique international non-profit organization dedicated exclusively to serving African farming families and rural communities through the innovative use of radio and mobile phones.

We always work through existing local radio stations. Our network currently includes more than 1000 radio partners across 41 sub-Saharan African countries. Building the capacity of these stations and their local stakeholders is central to our approach to building viable communication platforms for long-term sustainable development.

We have seven offices in sub-Saharan Africa and run major projects in Burkina Faso, Ethiopia, Ghana, Malawi, Mali, Nigeria, Senegal, Tanzania, and Uganda. And we have worked with funders and partners such as the Bill & Melinda Gates Foundation, CABI, Global Affairs Canada, the International Development Research Centre, the International Maize and Wheat Improvement Center, Irish Aid, USAID, and the World Food Programme.

Together with our broadcasting and project partners, we reach tens of millions of small-scale farmers with life-changing information and enable them to have a stronger voice in their own development.

Applications:

FRI is an equal opportunity employer. Only those candidates selected for an interview will be contacted. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you wish to apply for this position, please follow [this link](#). No telephone calls please.