



Job Opportunity: GEN Africa, Bookkeeper

GEN Africa currently seeks a highly motivated person to take on the responsibility of a Bookkeeper. As part of the core management team of a fast growing regional organization, this position requires an experienced, well structured individual with a flexible mind and a passion for co-creating sustainable solutions.

Job Description
GEN Africa, Bookkeeper / Financial Assistant
Job title: Bookkeeper or Financial Assistant
Work Location: Africa
Division/Department: GEN Africa Staff
Reports to: GEN Africa Coordinator
Hours and compensation: 8 hours per quarter @ £8 per hour = £256 per annum
Starting Date: April 15, 2018. Position is subject to a 3 months trial period.
Essential Duties and Responsibilities: <ul style="list-style-type: none">● Oversee the financial administration of GEN Africa● Prepare budget and annual financial reporting to the Board, funders, and the Charity Commission● Financial monitoring● Advise Council and Executive team on financial decisions● Support members and working groups on financial issues - ensure budgets are transparent and efficiently reported● Support the financial project management of externally funded projects● In conjunction with the Executive Secretary, coordinate all payments and bank transactions● Liaise with the Treasurer● Work closely with external financial institutions e.g. auditors, banks● Be part of the Steering Group and attend regular meetings, currently monthly● prepare, revise and follow up on the budgets for the concept notes and applications submitted by GEN africa
Education and/or Work Experience Requirements: <ul style="list-style-type: none">● At least 2 years' experience of managing finances in a comparably sized organization - ideally in an international environment. The GEN Africa budget is expected to be £11,000 - 50,000, spread across Africa.● Knowledge of organizational finance, ideally with a background in financial management or accounting● Ideally, but not essential, a recognised financial qualification



GEN AFRICA
GLOBAL
ECOVILLAGE
NETWORK

Core Competencies:

- Understanding of and agreement to the vision and core values of GEN
- Good verbal and written English communication skills, including ability to effectively communicate with internal staff and external partners, funders, supporters e.g. Friends of GEN, governments and agencies. Further language competence is a highly appreciated bonus.
- Excellent computer proficiency (Accounting software XERO, MS Office – Word, Excel, PowerPoint, Outlook and communication tools like Google drive, Webex, etc.)
- Ability to understand the financial requirements of a registered Senegalese Charity (including reporting, taxation, etc.)
- Ability to work in an environment of emergence and complexity
- Ability to work under pressure and meet deadlines, while maintaining a positive and inclusive attitude
- Ability to work independently
- Ability to maintain regular, punctual attendance

Please send applications before **Sunday, March 30th, 2018** to: sonita.mbah@ecovillage.org

Please include the following documents:

- **Cover letter, outlining why you are applying and relevant background (Max 2 A4 page)**
- **CV and Bio**
- **List 1-2 possible references**

AFRICA | AMERICAS | EUROPE | ASIA&OCEANIA

The Global Ecovillage Network is a registered charity: SC043796 and has consultative status in the UN-ECOSOC

www.gen.ecovillage.org