

## **VACANCY ANNOUNCEMENT**

**ALTA Computec PLC** currently looking for for highly dedicated and energetic candidates to fill the following vacant position:-

### **1. Job Title: Finance Manager**

#### **Job Summary:**

The Finance Manager is accountable to the General Manager of the company and will be responsible for the overall performance of the Finance Department. The position holder is responsible for planning, organizing and coordinating the activities of the Finance Department and in doing so, the incumbent is expected to improve/create where appropriate a general accounts and internal control system, cost accounting system, management reporting system and tax compliance system suitable for a robust Information Technology Communication Business Company.

#### **Knowledge, abilities and skill required**

- ✓ In conjunction with the governing body, draft and establish a working business and development plan
- ✓ Take responsibility for overall management of the finance department and delivery of the business plan
- ✓ Maintain a working relationship with banks and other financial institutions with the aim of securing the funds necessary for the operations of the firm and the attainment of its development plans
- ✓ Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- ✓ Ensure, delegating as appropriate, that each finance function is adequately managed, staffed and resourced
- ✓ Conduct Financial Controls and Asset Management of the Company
- ✓ Ensure that all relevant tax laws are available to the finance office and relevant staff are aware and compliant to all these laws
- ✓ Prepare statement of cash position on daily & monthly basis and ensure availability of fund to cover committed expenditures by creating a working cash flow forecasting model
- ✓ Prepare annual budget with a quarterly breakdown and cost analysis with budget comparisons on quarterly basis
- ✓ Perform profitability analysis, and recommend ways of cost minimization and profit maximization
- ✓ Facilitate the annual auditing of the Company's financial transaction by internal and external auditors

#### **Qualification**

- BA/MA degree in Accounting and/or Finance from recognized university college

#### **Experience**

- 8 (eight) years hands on experience out of which 5 years at a Finance Department Manger level for BA degree graduates or 6 ( six) years for MBA graduates out of which at least 4 years in Finance Manger positions.

## 2. Job Title : *Human Resource Manager*

### **Job Summary**

Human Resource Manager is the go-to person for all employee-related issues. Thus, the incumbent duties will involve managing activities such as job design, recruitment, employee relations, performance management, training & development and talent management.

He/she is responsible for planning, organizing, coordinating, directing and controlling all administrative activities related to an organization's personnel, procurement, and other general service activities. The duties include developing recruitment strategies, implementing systems for managing staff benefits, payroll administration and behavior and onboarding new employees; oversees general service activities.

### **Knowledge, abilities and skill required**

- ✓ Proven working experience; extensive knowledge on the principles and practices of HR and Personnel Administration
- ✓ Knowledge and techniques on strategic planning, manpower planning; people oriented and results driven demonstrable experience with Human Resources metrics;
- ✓ Active listening, negotiation and presentation skills; in-depth knowledge of labor law and HR best practices
- ✓ Competence to build and effectively manage interpersonal relationships at all levels of the company

### **Qualification**

- BA/MBA degree in Management/Human Resource Management/ or related fields from recognized university college

### **Experience**

- 8 (eight) years hands on experience for BA degree graduates out of which 5 (five) years at HR Manager Level or 6 (six) years for MBA graduates out of which at least 4 (four) years at HR Manager Positions.

### 3. Job Title; **Senior Accountant**

#### **Knowledge, abilities and skill required**

- ✓ Coordinating accounting functions and programs.
- ✓ Preparing financial analyses and reports (Balance sheets, Income Statemen, Trial Balance, etc. ) for closing of Books of Accounts
- ✓ Preparing revenue projections and forecasting expenditure.
- ✓ Assisting with preparing and monitoring budgets.
- ✓ Maintaining and reconciling balance sheet and general ledger accounts.
- ✓ Assisting with annual audit preparations.
- ✓ Investigating and resolving audit findings, account discrepancies, and issues of non-compliance.
- ✓ Contributing to the development of new or amended accounting systems, programs, and procedures,
- ✓ Performing other accounting duties and supporting junior staff as required or assigned.

**Qualification** BA degree in Accounting and/or Finance from recognized university college

**Experience** A minimum of 5 years work experience out of which three years as a Senior Accountant.

### 4. Job Title : **Store Keeper**

#### **Knowledge, abilities and skill required**

- ✓ Receive delivery of all incoming materials and reconcile with purchase orders/Packing Lists, Delivery Orders, etc.
- ✓ Track, document, and resolve any discrepancies on received orders
- ✓ Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
- ✓ Manage inventory/supplies and ensure they are within the established minimum and maximum levels
- ✓ Keep up-to-date records of receipts, records, and withdrawals from the stock
- ✓ Responsible for packing, labeling, and returning supplies
- ✓ Responsible for stock rotation and coordinate the disposal of surpluses
- ✓ Manage Customer relations and database as well as maintain high ethical relationships both internally and externally



The ICT Solution Center

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- ✓ Create purchase orders and utilize purchasing card to perform low-value procurement activities

### **Qualification**

- BA degree in Procurement/Logistics and Supply chain Management / Material Management from recognized University college

### **Experience**

- A minimum of 5 years and above as Store keeper work experience

### **5. Job Title Junior Marketing Officer**

#### **Duties & Responsibilities:**

- Develop and curate engaging content for various marketing channels, including blog posts, social media, email campaigns, and website updates.
- Assist in crafting and sending email marketing campaigns, newsletters, and updates to our client base.
- Assist in creating our marketing material, including brochures, presentations, and sales decks.
- Help coordinate and promote company events, webinars, and tradeshow.

#### **Requirements & Qualifications:**

- A Bachelor's degree in Marketing, Graphics Design, Business, or a related field.
- Excellent written and verbal communication skills in English and Amharic.
- Excellent graphic design skills and experience with design software.
- Highly organized and detail-oriented.
- Familiarity with digital marketing tools and platforms, including social media, email marketing, and content management systems.
- Proficiency in Microsoft Office Suite.
- Enthusiastic and self-motivated with a passion for technology.

**Terms of employment for all Positions: Permanent**

**Salary -----Attractive & Negotiable**

**Duty Station-----Addis Ababa**

Interested applicants who can meet the above minimum requirements can submit their application, CVs and non-returnable photocopies of their credentials in person or send through Email within 15 (fifteen) calendar days of this announcement on Reporter News Paper.

**Address: ALTA Computec Head Office**, ALTA Building Ground floor Mexico Square, opposite Philips Building on the road to Balcha Hosipital.

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