



EWiEn Seeks to Hire an Intern

Position: Finance Officer

Type of contract: Internship

Hours: Monday - Friday, 8 hrs/Day

Employment Condition: 6 months with possible extension depending on performance

Place of work: EWiEn Head Office; Inside the Ministry of Water and Energy building, Addis Ababa

Deadline: August 20, 2025

About EWiEn:

Ethiopian Women in Energy (EWiEn) is a dynamic civic association dedicated to empowering and connecting female professionals to the Ethiopian energy sector. We achieve this by:

Empowering them for impactful and lucrative careers.

Connecting them to dynamic professionals, opportunities, and networks.

Spotlighting their achievements and contributions.

This ultimately fuels innovation in the sector and advances Ethiopia's economic and human development. Please visit our website www.ewien.org for additional information about the association.

Responsibilities:

- Develop and implement financial policies to ensure operational efficiency
- Oversee budget planning and preparation
- Maintain accurate financial records and receipts of daily transactions
- Update financial records regularly and in line with best practices
- Support financial audits and ensure compliance
- Monitor bank deposits, payments, and cash flow
- Prepare financial reports, balance sheets, and invoices
- Coordinate with board members for signature collection
- Conduct vendor research and procurement processes



- Evaluate offers, negotiate terms, and manage vendor relationships
- Track orders, ensure timely delivery, and review product quality
- Maintain procurement and delivery records
- Support expenditure forecasting and revenue projections
- Address audit findings and financial discrepancies
- Perform additional tasks assigned by the management team

Requirements:

- Bachelor's degree in Finance, Accounting, or related field
- Minimum of 1 year of relevant experience
- Solid knowledge of financial regulations and accounting processes
- Excellent analytical, organizational, and time management skills
- Strong communication, collaboration, and problem-solving abilities
- Attention to detail and a proactive work ethic
- Familiarity with operational procedures of professional associations or NGOs
- Proficient in preparing and managing financial plans

Ready to join EWiEN?

If you're passionate about women's empowerment and finance, we want to hear from you!

Please send your **CV(maximum of 6 pages)** and **Cover Letter** to:

career@ewien.org, copying **bisrat.teferedelgn@ewien.org**

Deadline: August 20, 2025

Use the subject line: "Finance Officer Application"