

Vacancy Announcement

Finance and Administration officer

Position scope: 60% part-time, flexible (with availability for two in-office workdays; the rest per organizational needs)

Reports to: Finance Manager

Location: Tel Aviv

Summary

NALA is seeking a proactive and detail-oriented **Finance and Administration Officer** to manage daily office operations and support the organization's financial processes. This is a flexible part-time role (60%) requiring presence in the office at least two days a week.

About NALA

NALA is an internationally recognized expert in the fight to eliminate neglected tropical diseases (NTDs). NTDs impact more than 1.5 billion people worldwide, disproportionately affecting rural and high-poverty populations with limited access to clean water and sanitation. Our innovative, community-based solutions have led to a sustainable reduction in disease burden in project areas. We complement drug administration campaigns with a focus on behavioral change, community capacity building, and increased access to water, sanitation, and hygiene (WASH).

Role Responsibilities and Definitions

1. General

- Day-to-day operations reporting directly to the Finance Manager, with regular collaboration with the CEO, Head of Operations, HR Manager, and other team members as needed
- External coordination with banks, bookkeeping and payroll services, tax authorities, and others
- Participation in organizational initiatives according to skills, background, and interest
- Active engagement in team operations and daily challenges
- One annual overseas trip as part of the Annual Team meeting

2. Administration

- Managing the organization's administrative routines
- Providing continuous support to the team, especially the management team
- Coordinating all events (e.g., general assembly, annual team meeting, staff events) based on guidance from the CEO, Head of Operations, or HR Manager, including communications with participants, logistics, and overall planning
- Managing the office's day-to-day operations, tracking routines, publishing internal procedures, maintaining contact lists, and managing the organization's calendar
- Supporting the onboarding process for new employees (username setup, access permissions, distribution lists, etc.)

3. Finance

- Handling financial operations including payroll, vacation tracking, and tracking financial transactions
- Working with the organization's accountant, auditor, legal advisor, tax authorities, banks, service providers etc.
- Coordinating with the financial management team in Ethiopia and international stakeholders

Role Requirements

- Responsibility, initiative, positive attitude, and a values-driven approach
- Strong administrative skills
- Strong organizational skills and attention to detail
- Hebrew and English on a professional level
- Excellent verbal and written communication
- Outstanding interpersonal and communication skills
- Experience working in an international development organization – an advantage
- Familiarity with Google Workspace, Monday.com – an advantage

To Apply

Interested candidates are invited to send their CV to:

hr@nalafoundation.org