JOB DESCRIPTION

Background: Action Against Hunger is searching for an individual with proficiency in handling large financial related tasks and that is passionate to join our team locally and support our global strategy worldwide. The finance department has most recently been transformed to reflect the country current strategy. The position is for 4months beginning January /2017, with possibility of extension.

Work base: Monrovia **Department: Administration**

Surname / First name: **Starting Date:** Immediately

Title of post: Finance Assistant	**Status** : T2J	**Supervised by :** HoD Finance **Reporting to**: HoD Finance
Assignment: -Manage the cash box -Contribute to the elaboration of the accounting -Look after the bank accounts & bank books -Ensure the respect of the administrative procedures -Suppliers Contracts payment follow-up -Archived the invoices	**Means:** Computer, Telephone. **General** : **Special**: ACF Financial and administrative procedures - Accounting Plan- Staff financing plan- Budgets– Accounting codes- Administrative documents concerning expatriates & local administrative circulars	
Diploma / Level of studies: Accounting or administration diploma + 2 years professional experience. **Required skills**: Computer knowledge: Excel – Rigorous – Patient –Flexibility – Dynamic – Initiative – Good organizer – Interpersonal skills – Knowledge of Immigration Laws – Sense of confidentiality – Excellent knowledge of English		

Objective 1 : Manage the mission`s local main bank books (Monrovia Bank Books) **Activities :** 1. Pay Bills; • Check purchase approval & prepare payments • Enter purchase invoices in the bank books • Receive & check the eligibility of invoices submitted for payment(compliance with purchase voucher & Required information) • Process/receive good quality invoices in accordance with ACF requirements. • Explain to purchasers the information needed on an invoice & that they are responsible for an adequate invoice (including translation) • Control the respect of the procurement process & the implementation of all ACF procedures 2. Pay salaries, loans, statutory payments & medical costs for national employees; • Check that all the payslips are correct (date & amounts) & have the appropriate approval (HR or by delegation) • Make all the transfers to local accounts • File invoices & all the supporting documents for all the payments. • Propose possible improvements of the accounting advance procedures • On the 5th & 20th of every month to give balances to the Financial HoD. • On the 15th of every month, participate in the preparation of the treasury forecast for the following month.	Massaged

• Inform in time, the Finance HoD that a transfer is needed. **Objective 2 : Manage the mission`s Secondary cashbox** : **Activities :** • Check purchase approval and release required funds ; • Enter advance requests in the advance book ; • Receive and check the eligibility of invoices submitted for payment (compliance with purchase voucher, required information) ; • Enter purchase invoices in cash book ; • Close the cash account every month: physical counting, printing of accounting documents, check supporting documents • Propose possible improvements of the accounting advance procedures; **Objective 3: Participate in the Accountancy of books** **Activities :** 1. Record all operations in the accountancy Excel books. • Fill correctly on Excel sheets all documents related to the accountancy. • Use the electronic calculator (with slips) for calculation to minimize the possibility of mistakes. • Enter correct codes against each transaction (accounting, project, budget, etc) • Make sure all loans are recorded for that period & transacted. • Cross check with the Financial HoD any doubt regarding codes (financial line, budget line, etc) 2. Properly file all the invoices; • File all paid invoices in separate box files according to the currency • Ensure that all invoices are correctly numbered, coded & translated. 3. Upload and close monthly accountancy in base saga • Import monthly accountancy from excel to base saga • Do matching all class 4 • Do bank reconciliation in saga • Do monthly closer • Share close saga to HoD Finance **Objective 4 : Archive the invoices** : **Activities :** • Received mission monthly accountancy from base, partner and capital. • Collect hard copy of invoices and check with softcopy • Modify codification with final saga • Supervise photocopy of all invoices • Do double (donor) filing	

MODE of Application:

External & Internal Applicant

Applicant interested in this job profile should be available to start on a short notice. Soft Copy only. An application package consisting of a motivational cover letter & resume/cv.3 references. Most recent employer with active e-mail addresses and phone numbers enclosed. Do not submit any other document. All application should be sent to:
jobapplications@lr.missions-acf.org / hradmin@lr.missions-acf.org

ACF is an international employer with a track record of high transparency in recruitment and do not discriminate on the basis of sex, gender, sexual preferences, ethnicity, religion. Because of the volume of Applications we may receive, we encourage you to specify the title of the post you are applying for. E.g.: **Application for Finance Assistant**

We do not solicit any mean of processing your application for employment. Based on the need of this position ACF may fill the post before its expiration date. Application will be review on a rolling basis and interested candidate are ask to apply sooner.

- ✓ **Deadline for application January 15, 2017.** However all the logistics for the recruitment maybe finalized before January 15, 2017. Therefore, qualify applicants are encourage to apply before the deadline.

We are proud to be delivering humanitarian services through our global strategy in Liberia since 25years!! www.actioncontrelafaim.org/en