



**Job title:** Finance/Administrative officer  
**Report to:** Executive Director

## **Background:**

Rebuild Africa (RA) is a local non-profit that is dedicated to building human potential for community transformation. Emboldened by faith and compassion, Rebuild Africa envisions a day when Liberians--their lives, social institutions, economy and communities--are vigorous, dynamic and thriving, having overcome the devastation of decades of underdevelopment.

Our Mission is to provide Liberian youths with the education, training, and mentoring they need to advance their lives or engage in sustainable employment doing meaningful work.

RA aims to educate Liberian youths, who will either go onto college or become employable, entrepreneurs, and Leaders in their communities. The RA model is summarized in the phrase: "Education for Life". ED4L combines academic, vocational, and technical education in an environment that fosters entrepreneurship and ethical leadership.

RA believes that every student should be prepared for both the world of college and meaningful careers when they graduate from high school.

## **Main Responsibilities**

Working under the supervision of the Executive Director, the Finance/Admin Officer is responsible for ensuring smooth operations within the organization, preparing Rebuild Africa's monthly administrative and financial reports while upholding the institution's mission and vision and adhering to its set standards.

## **Specific Responsibilities**

### **Finance**

#### ***A. Make payments and receive funds in accordance with financial procedures:***

- Assist in the implementation of the Rebuild Africa financial systems, manuals and guidelines;

- Ensure compliance with the financial policy of Rebuild Africa;
- Keep relevant books and records for all financial transactions;
- Prepare monthly bank reconciliation statements for all bank accounts;
- Lead the process of developing budgets for funding proposals to potential donors;
- Collect and examine supporting documents;
- Ensure that documents and signatures are valid;
- Prepare payment vouchers, and receipt vouchers;
- Scrutinize contractors work log, process and make payment;
- Maintain float, loan and salary advance registers;
- Prepare monthly payroll.
- Prepare checks/payment orders and ensure that they are properly delivered.
- Record all transactions, on manual/computer systems as appropriate.

***B. Manage the petty cash:***

- Ensure that supporting documents/signatures are valid.
- Prepare petty cash vouchers.
- Be responsible for petty cash held in the office.
- Prepare petty cash form, and request additional cash as necessary
- Carry out cash count every two weeks.

***C. Undertake any other duties that may be requested by the Executive Director***

**Administrative**

- Oversee personnel matters and maintain personnel files.
- Ensure that agreed administrative procedures and guidelines are adhered to.
- Set up management meetings and follow up administrative issues raised at management meetings.
- Maintain all administration files.
- Receive, distribute, circulate and file all documents that come into the office.
- Distribute documents to other agencies.
- Answer telephone calls
- Ensure that all communications are properly referenced and recorded.
- Book flights and arrange visas for staff and visitors.
- Meet visitors at the airport.
- Make arrangements for meetings and workshops.
- Maintain and manage a suitable stock of office stationery.
- Receive visitors to the office in a polite and helpful way.
- Perform any other administrative duties as may be assigned to her/him from time to time by the Executive Director.

## **Leadership Development Scholarships**

- Develop, manage and maintain scholarship policies, procedures and operation.
- Design programs to increase the number of scholarships offered by RA;
- Provide leadership, supervision and direction for the leadership scholarship program;
- Plan, evaluate, and set yearly goals for the scholarship program;
- Participate actively in enrollment management and student retention activities;
- Develop and conduct presentations as needed;
- Develop program that would generate funding opportunities for scholarship continuity;
- Serve as a liaison with Rebuild Africa, scholarship beneficiaries and external donors/organizations;
- Provide projections, allocations and comprehensive reports as needed;
- Train, evaluate and supervise other staff associated with the program;
- Monitor and ensure that scholarship beneficiaries meet the require point every semester;
- Keep track of individual student completed and outstanding courses record periodically;
- Plan and execute student events and celebrations, such as seminars and workshops;

## **Extra-curricular Activities for Scholarship Students**

- Create programs that enable students to serve in a practicum position during the vacation period.
- Design supplementary programs to assist students to learn key skills for the modern economy including but not limited to:
  - Critical thinking
  - Problem solving
  - Research and writing
  - Public speaking
  - Word, excel, power point proficiency
  - Negotiation
  - Communications skills
  - Decision Making

## **Qualifications:**

- University degree, preferable in Finance, Accounting and/or Business administration.
- At least 3-years of working experience in administration/finance
- Proven experience with bookkeeping/accounts and personnel

## Management Skills:

- Excellent written and verbal communication
- Proficiency in the entire Microsoft Office suite.
- Ability to work independently under minimum supervision
- Excellent communication skills.
- Analytical and problem solving skills.
- Diplomacy, tact and negotiation skills.
- Basic Report writing skills will be required.
- Ability to prioritize.
- Attention to detail.
- Ability to learn fast.
- Ability to communicate confidently, and comfortably about own personal

## ***Personal Attributes:***

The incumbent must maintain strict confidentiality in performing the duties of this post and must also demonstrate the following personal attributes:

- ✓ Be honest and trustworthy
- ✓ Be respectful
- ✓ Possess culture awareness and sensitivity
- ✓ Be flexible
- ✓ Must be willing to work extra time if need be.
- ✓ Demonstrate sound work ethics

## ***How to Apply:***

Qualified candidates should submit soft copy of CV/resume and academic credentials to the following e-mail address: [billmass@rebuildafrica.org](mailto:billmass@rebuildafrica.org). Deadline for submission of application is April 30, 2017.