

## VACANCY ANNOUNCEMENT



**Concern Worldwide is a non-governmental organization, devoted to helping people living in extreme poverty achieve major improvements in their lives, which lasts and spread without ongoing support. Concern is currently recruiting the below post:**

**Job Title:** Cashier (x1)

**Location:** Monrovia

**Reporting To:** Finance Manager

**Responsible For:** N/A

**Responsibilities:** The incumbent shall ensure accurate recording on the Cashbook, Float register, Cash Log book, he/she shall provide daily reconciliation of spend through the petty cash box. He/she shall maintain daily cash log books, provide monthly bank reconciliation and ensure accurate recording of the bank book. He/she shall be responsible for the management of the petty cash box, maintain an accurate cash log of all cash movements, maintain an accurate float log sheet in order to ensure that all floats are correctly authorised, managed and returned, complete Payment Vouchers for all expenditure incurred – ensuring that all supporting documentation that has been supplied, is correctly coded and properly authorised. He/she shall prepare cheques/bank release letters in a timely manner whilst ensuring all procedures are rigorously followed and maintain a forecast so that Bank transfers are requested both to the Monrovia Finance Office and to the Bank in a timely manner

**Experience & Qualification:** To be able to execute these roles and responsibilities effectively and efficiently, the position requires a Bachelor's degree in Finance, Accounting, Economics or other relevant qualifications acquired from recognized universities. S/he must have a minimum of 2 years practical experience working in the finance department in a similar role, experience above 2 years is desired INGO Experience is highly desired. S/he must possess strong interpersonal and communication skills. Intrinsically motivated to deliver results, work under pressure, and adhere to strict deadlines with very minimal supervision. He/she must be an excellent team player. He/she must have excellent oral and written English language skills. S/he must be able to utilise IT software packages including MS Excel.

**How to apply:** Please submit a letter of application stating the position you are applying for and explaining why you are best suited for the position, along with a copy of your CV (**maximum 4 pages**) giving active day time contacts, names and addresses of three (3) work related referees with three professional e-mail addresses not later than **4:00 pm on Friday, 29<sup>th</sup> June 2018**, addressed to the HR Department, Concern Worldwide – Liberia, VP Road, Sinkor, Monrovia. Alternatively, you may send your application by email to [liberia.hr@concern.net](mailto:liberia.hr@concern.net) indicating in subject line the position applied for. Only shortlisted candidates will be contacted.

**Concern Worldwide is an equal opportunity employer. We welcome applications from all sections of the society. While all applicants will be strictly assessed on their individual merit, qualified women are particularly encouraged to apply.**