

Terms of Reference Data Entry Assistant

Position: Data Entry Assistant

Location: Monrovia

LoE: Initially 24 months (with the possibility to extend)

Start Date: ASAP

Solidaridad West Africa is recruiting a Data Entry Assistant for the European Union funded Liberia Cocoa Sector Improvement Programme (LICSIP) to support data entries in the financial force system. S/He will prepare, compile enter data, verify and ensure accuracy of data for reporting and decision-making.

Project Background

The Liberia Cocoa Sector Improvement Programme has the following five objectives:

- Improved farm-level sustainable production and productivity;
- Improved cocoa sector regulatory and institutional framework;
- Enhanced capacity of sector governance structures;
- Improved vertical market integration, access and visibility of Liberian cocoa;
- New employment for youth and women along the cocoa value chain.

Solidaridad will work with relevant stakeholders and partners across all five objectives.

Position Background

The Data Entry Assistant will support in data entries into the financial force system. S/He will prepare, compile enter data, verify and ensure accuracy of data for reporting and decision-making.

Main Tasks

The main tasks of the Administrative Assistant will be:

- Prepare, compile and sort documents for data entry
- Check source documents for accuracy
- Verify data and correct data where necessary
- Obtain further information for incomplete documents
- Enter data from source documents into the financial force database
- Check completed work for accuracy
- Maintain logbooks or records of activities and tasks
- Respond to requests for information and access relevant files
- Comply with data integrity and security policies
- Any other task as assigned by supervisor

Knowledge, Skills and Abilities (Competencies)

Knowledge

- Proficiency in web based accounting software and administrative procedures

Skills

- Excellent command of MS-Office
- Planning and organizing

Attributes

- Proactive
- Attention to details
- Innovative and creative
- Organized and multi-tasking
- Teamwork
- Openness
- Problem solver

Formal education and experience

- Higher national diploma in relevant field as Finance, accounting or any similar fields
- Experience in the use of computer and accounting software particularly financial force database
- Minimum 3 years of relevant experience in data entries on projects based documentation

Reporting

- The Data Entry Assistant will report to the Administrative/Finance Manager

Interested candidates can send a one-page motivation letter (addressed to the Administrative Manager, Solidaridad West Africa) and a resume in English to vacancies.li@solidaridadnetwork.org and state "Application: **Data Entry Assistant**" in the subject line. **The closing date for applications is Monday, January 15, 2018.** For more information about Solidaridad please visit our website: www.solidaridadnetwork.org.

Only candidates who are under consideration will be contacted for an interview.