



## Vacancy Announcement

Mercy Corps is an international, non-governmental humanitarian relief and development agency that exists to alleviate suffering, poverty and oppression by helping people build secure, productive, and just communities. Mercy Corps works in more than 40 countries, and has been working in Liberia since 2002.

**Mercy Corps invites applications from all interested and potential Liberian candidates for the following position(s):**

**1. Finance Assistant - 01 position, based in Monrovia with frequent travel to the field Offices**

Please find below the full position description for this position.

*"Fostering a diverse and open workplace is an important part of Mercy Corps' vision, and we encourage people from all backgrounds, especially women and members of disadvantaged groups to apply. Mercy Corps is an Equal Opportunity Employer".*

**How to apply?**

Interested and qualified candidates are requested to submit their detailed CV with a cover letter along with other relevant certificates to the email address [lr-jobs@mercy Corps.org](mailto:lr-jobs@mercy Corps.org). You are requested to mention the title of the position on the subject line of the e-mail while applying.

Hard copies of the CV with cover letter along with all relevant certificates can be dropped at Mercy Corps' Office located at "Sophie, Tubman Boulevard, Opposite SOS Medical Center, Monrovia". Label the left corner of the envelop with the title of the position for which you are applying.

The last date for the submission of CV's is August 11, 2020 by 04:00 pm. Mercy Corps reserves the right to accept or reject any or all CV(s) without assigning any reason. Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.

**Females' Candidates Are Strongly Encouraged To Apply!**

# FINANCE ASSISTANT

## Position Description

**Location** Monrovia

**Position Status** Full-time, Regular

**Salary Level** 3 (A-F)

**Current Team Member** None

## About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

## Program / Department Summary

The Mercy Corps Finance Department is responsible for all financial functions in Liberia, including accounting, payments and banking, payroll, budgeting, financial reporting, and grant financial management and compliance. The Mercy Corps Finance Department ensures compliance with donor regulations as well as Mercy Corps' internal policies and procedures. In its role as a support to the Program Department, the Finance Department provides timely reports and assistance to the Country Director and the Program team to ensure that financial resources are used efficiently and effectively.

## General Position Summary

Working in the Finance Department under the direction of the Senior Finance Officer and Finance Manager, the Finance Assistant will assist in the accounting and documentation of all financial transactions in timely and accurate manner.

## Essential Job Responsibilities

1. Maintain custody of the office cash fund and make daily payments of approved transactions.
2. Record the cash transactions in the Navigator on daily basis.
3. Prepare cash payment vouchers and ensure that all cash transactions are fully and properly documented on daily basis.
4. Perform weekly cash count with the Senior Finance Officer/ Senior Management on regular basis. (Weekly, Monthly)
5. Review the project related transactions and ensure organizational and donor compliance.
6. File all cash vouchers and maintain voucher filing system such that files are updated, complete and safeguarded
7. Prepare photocopies of vouchers and other supporting documents as required for the monthly reporting package to HQ Finance
8. Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission
9. Other duties as assigned.

## SECURITY

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members operate in a secure environment and are aware of policies.

## ORGANIZATIONAL LEARNING

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

## ACCOUNTABILITY TO BENEFICIARIES

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.
- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

## Supervisory Responsibility

None

## Accountability

**Reports Directly To:** Senior Finance Officer.

**Works Directly With:** Finance Officer, Operations team, Program teams

## Knowledge and Experience

- Two or more years of bookkeeping, banking or cashiering experience  A degree in accounting or a relevant business field is desirable.
- Strong computer skills in MS Office programs, particularly Excel
- Accuracy in the processing of cash transactions, mathematical aptitude and attention to detail
- Excellent oral and written English skills