



Who We Are:

medica Liberia (mL) formerly medica mondiale Liberia is a non-governmental women's right organization working in Liberia. Our Organization offers support to women and girls who have been affected by sexual gender based violence (SGBV). Since 2006, medica Liberia has been implementing programs for women and girls in Liberia's South-eastern parts and recently extended its coverage to Montserrado and Margibi Counties respectively, through funding from the German Government and other donors. In this regard, mL is hiring a qualified individual for the below position:

1.) Position Title: Finance Assistant

Duty Station: Zwedru (with frequent travels to other projects sites)

Position Status: Full Time

Reports to: Finance Officer

Position summary

The Finance Assistant is responsible to manage all finance activities within the county in accordance with mL financial and procurement manual, financial procedures, as required. The post holder is also accountable to the Finance officer as well as ensuring support to mL programmes in the county of operation.

Key responsibilities:

- Enter daily & monthly financial transactions into the mL cashbooks & Quickbooks
- Support the Finance Officer to carry out the month-end closure of the finances by the deadline set
- Inform the supervisor in case of irregularities in the finances as soon as possible
- Give advances for local purchases and follow prices of materials
- Prepare cash advances for field trip for mL staff, close them at the earliest following mL financial procedures and policies (list of presence, original receipts, etc.)
- Monitor the number & allocation of field trips days allowance for field staff
- Prepare all vouchers for payment
- Review supporting documents
- Ensure that budget codes and relevant documents are attached to vouchers

- Support preparation of payroll
- Support with field financial reports and documentation
- Prepare monthly cashbook report
- Cash management

Qualifications and Experience:

- BBA or AA degree in Finance Accounting or Management with two years working experience.
- Must know and have sound knowledge of Quickbooks and accounting procedures
- Experience in banking transactions and correspondence
- Competent with MS Word, Excel
- Good planning and organizational skills
- Must be flexible, have the ability to multi-task and handle pressure
- Good interpersonal skills, integrity and communication skills

Application deadline: May 16, 2018

How to Apply:

Please email your application (CV, cover letter and references) as well as your salary expectations to: (recruit@medicaliberia.org) and copy (caroline.bowah@medicaliberia.org), adjwoa.mensah@medicaliberia.org, emily.frank@medicaliberia.org with reference “**Finance Assistant**” as the subject of your respective mail/Application.

- ❖ Female applicants are strongly encouraged to apply and please note that only shortlisted candidates will be contacted.