Recruitment on a Rolling Basis

VACANCY

ACTIONAID INTERNATIONAL LIBERIA

(Please read submission instructions carefully. Applications not in compliance with submission instructions will be disqualified)

ActionAid International is active in over 49 countries in Africa, Asia, America and Europe regions in partnership with other organizations. ActionAid Liberia (AAL) is an ActionAid International country program and a registered international nongovernmental organization (NGO). AAL began operation in Liberia since 1997, beginning as a cross border Development Initiative by ActionAid Sierra Leone in response to the humanitarian crisis resulting from the Liberian civil war. AAL is one of the few NGOs in Liberia that works holistically from a women’s rights perspective and challenges patriarchal systems and structures. Working on three main strategic objectives, ActionAid is working with other civil society organizations and the Government of Liberia to end poverty in Liberia. The strategic objectives are Youth and Urban Poverty; Women and Girls Rights, and policy and campaigns component which focuses on escalating issues from the community and national levels to relevant spaces for resolution and improvement.

Job Title: Finance Assistant (FA)

Location: Monrovia, Liberia

Reporting to: Senior Finance Officer (SFO)

Grade: 3/5

Line Management: Finance Department (Senior Finance Officer - SFO)

ABOUT ACTIONAID

ActionAid Liberia (AAL) is a registered nongovernmental organization (NGO) operating in Liberia since 1997 to address gender equality and poverty eradication. ActionAid Liberia seeks to contribute to a just, equitable and sustainable Liberian society in which every person enjoys the right to a life of dignity, freedom from poverty and all forms of oppression. ActionAid Liberia is a member of ActionAid International Federation, head quartered in Johannesburg, South Africa. ActionAid federation works in 45 countries across Africa, Asia, Europe and the Americas to achieve social justice, poverty eradication and gender equality.

A. MAIN PURPOSE AND SCOPE
The Finance Assistant position is key in ensuring the effective financial management system of the AAL finance function. The job holder is expected to exhibit great commitment in meeting deadlines both internally and externally and is expected to exhibit a high level of creativity. The Accounts Assistant is expected to express high degree of sensitivity in the handling of financial documents, filling and retrieval of all hard copy documents as and when needed. Coordinating with other members in the team is critical as this will mean doing frequent follow ups with concerned staff in performing tasks that require collective effort.

B. RESPONSIBILITIES

Core Tasks

- Daily petty cash and cash in bank transactions processing and recording into the offline cash & bank template;
- Stamp PAID all financial documents and file into jackets (Box files) and then send to the archiving room all financial documents from 45 - 60 days old
- Write payment vouchers and cheques after due process, ensuring all required documentation are available with proper coding;
- Conduct cash count daily and be prepared for surprise (without notice) cash count by senior officers
- Follow up with concerned staff to contact vendors/service providers to collect cheques and make weekly list of uncollected cheques by vendors to SFO for prompt follow up by SFO for vendors to come and collect their cheques;
- Prepare monthly bank reconciliation statement for SFO review and approval by HoF for prompt filing;
- Make a list of outstanding cheques on bank reconciliation statement to ensure that no cheque is outstanding beyond 30 days (in short no cheque should appear after the first bank reconciliation)
- As the point person for hard copy filing, keep all files updated as may be labeled properly for prompt retrieval within 5-10 minutes from the archiving room;
- Verify incoming documentation for completeness (per checklist), segregation of duties/roles, complete signatures, correct budget coding, amount on Purchase Order verses Invoice, delivery note, etc and ensuring that all payments are within the procurement thresholds and authorization limits;
- Maintain the various cheque registers for the various bank accounts as required;
• Receive and sign for all incoming documents/hard copies from staff and from the Field Project Accountants, crosscheck that availability of valid receipts and file appropriately;
• On a monthly basis, compile the staff withholding taxes on the required forms and seek appropriate signatures for payments to the MoF;
• Receive all Partner Reports, perform accuracy checks on the figures and signal the appropriate Project Accountant for the Project in question;
• Filing of all local taxes payments and receipts from the various institutions
• Perform banking activities in and out as required;
• Replenish petty cash in line with policies and procedures.

1. GENERAL FINANCE ADMINISTRATION

• Monitor the use of cheque books and initiate the process of requesting additional books in time enough to avoid shortages;
• Keep an eye on the appropriate signatories with regards to the Authorization document and limits of authority in use;
• It is very essential for this post holder to be on top of information concerning per diem rates for all locations as put by Action Aid which will be useful in monitoring per diem requests;
• Review petty cash transactions from the field offices and ensure all supporting documentation is in place, forward to SFO for correctness review and forward for posting;
• Input the month income tax and National Social Security Corporation contribution into the Tax Tracking Tool for prompt tax remittance to LRA & NSSWC within 10 days after withholding;
• Monthly update the Tax Tracking Tool (TTT) and share with SFO and HoF and file ensure that paid taxes are filed in one place along with the TTT for easier referencing and monitoring
• Provide support to projects in the field offices as and when required;
• Any other duty as may be assigned by the supervisor

2. Financial Reporting

• Prepare weekly and monthly cash and bank balance report and share with SFO and HoF;
• Effective monitor cash and bank levels for replenishment request;
• Prepare monthly cash forecast form, get it sign off and share with SFO for review and approval and send off

3. Audit

• As key custodian of financial documents, provide financial documents during audit and ensure that they are 100% file back;
• Liaise closely with both the ActionAid and external auditors to ensure that audit timetables and guidelines are adhered to;
• Assist in the implementation of audit recommendations.

4. **OTHER SUPPORT**

• Provide technical support to all staff in the Donor project area including Partners on cash and bank management;
• Contribute to the development of accounting policies and procedures;
• Support Senior Finance Officer in reviewing partners retirement and flagging out issues for prompt solution;
• Support in providing quality control in cash and banks management ensuring adequate checkbooks for all projects are available.
• Ensure that preprinted vouchers and receipt are available always and record kept to monitor their usage;
• Provide financial advice, assistance and training to the Project Management Team, Partners and community personnel as required for them to improve on their financial management skills.

5. **Safeguarding Assets and Interests**

• Ensure finance department general assets (printers, scanners, filing cabinets, safe, aircon, etc,) inventory is known, monitored and part take in regular inventory checks with the log and admin department. Also, ensure that AAL finance Assistants assigned to the field office do the same as HQ

• Key staff in charge all financial files both at the HQ and field offices. Ensure that financial records are kept for 7 years according to record retention policy of AAL and those of donors.

6. **SUN SYSTEM & Microsoft windows operating system**

• Williness and ability to learn SUN SYSTEM and prior knowledge and operational ability is and added advantage
• To be trained to process transactions into SUN on a daily basis;
• Be open to new skills;
• Functional user of office machines (computer, printer, scanner, etc;
• Ensure availability of relevant user training manuals to all finance staff.

7. **LEGAL ISSUES**

• Ensure taxes are paid on time and appropriately filed;
• Provide support or advice to project management team on statutory aspects of the program work.

8. Risk Management

• The post holder should safeguard the organization from errors that may result in Donor withdrawal, loss of funding, heavy penalties due to noncompliance with legislation and loss of integrity, low staff productivity and moral.
• Guard against document lost and safety of confidential materials passing through your role

Any other work as may be assigned by Senior Finance Officer and Head of Finance and other appropriate officers

C. KEY RELATIONSHIPS

Internal Relationships:
Be a team player and builder
Be very supportive to all staff and partners in your role and collective goal of the organization’s aims and objectives

External Relationships:
Staff, vendors, Partners, including INGOs and other stakeholders.

A. SAFEGUARDING

ActionAid has articulated a strong stand on gender justice and safeguarding through its child protection and anti-sexual harassment, exploitation and abuse policies. ActionAid is committed to taking an intersectional feminist approach to Safeguarding, recognizing how forms of abuse and oppression intersect. As such, safeguarding is embedded in all aspects of safeguarding work rather than as an afterthought. ActionAid sees issues of safeguarding rooted in imbalances of power. Safeguarding refers to the policies, processes, and work cultures that an organization puts in place to prevent and respond to harmful actions carried out by staff or those working on our behalf. Safeguarding covers sexual exploitation and abuse, child abuse and exploitation, and increasingly sexual harassment and others forms of harm. The principles and approaches that underpin our approach to safeguarding are those of feminism; dignity, centrality and protection of survivors; legal rights and responsibilities; objectivity; timeliness and accountability. AAL seeks to create a work environment free from intimidation and abuse, communicating a zero tolerance of violations/breach of Policy. Confirmed breach of this warrant’s summary dismissal.
B. FRAUD AWARENESS AND ANTI-CORRUPTION

ActionAid has a zero tolerance to fraud and corruption and requires staff, partners, suppliers, consultants, volunteers, and all categories of collaborators at all times to act honestly and with integrity and to safeguard the assets for which they are responsible. This refers to bribes, kickbacks, pay-offs, or gifts made between the partner and any party related to AAL, their relatives or close associates. Confirmed breach of this warrant’s summary dismissal.

PERSONS SPECIFICATIONS

Attributes/Skills:

- A mature and professional individual with high personal integrity with the willingness to learn
- Keenness to duty and the ability to work with limited supervision
- Be able to work under pressure with the ability to prioritize
- Ability and willingness to switch between roles
- Excellent active listening skills: giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Good judgment and decision-making skills: considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Good monitoring skills: monitoring/assessing performance of self, other individuals, and systems to make improvements or take corrective action.
- Good English language writing skills: communicating effectively in writing as appropriate for the needs of the audience.

Personal attributes

- Good communication and report writing skills;
- Willingness to work and meet tight deadlines with resilience and reliability under heavy pressure;
- Demonstrated ability in organizing and managing priorities;
- Capacity in strategic thinking and planning;
- Ability to respond and give feedback on issues;
- Ability to set up, support and maintain cordial working relations with staff;
- Good interpersonal relations and ability to convince others in the way of doing things;
• Strength in core values of integrity, accountability, probity and loyalty to organization’s vision, mission and values;
• Sense of confidentiality;
• Ability to work under minimum supervision;
• Flexibility and capacity to carry out together different kinds of work

Education/Experience:

• Minimum Bachelor’s degree in Accounting, Finance, Commerce or Business Administration or Financial Management with accounting option or other related area from a recognized Institution;
• Minimum of 2 years work experience in mainstream finance in a reputable institution preferably in the NGO sector

How to apply:

All interested candidates should submit applications, including cover letter and CV in one (1) Microsoft Word or Pdf document, addressed to the Head of Finance, ActionAid Liberia Country Program, via email to vacancy.liberia@actionaid.org, copy abraham.charlie@actionaid.org. Email subject line should read “Finance Assistant Application 07052019”. Deadline for submission of applications is Friday, July 12, 2019. Only shortlisted candidates will be contacted.

Female candidates are encouraged to apply.