

ELILI Social Microfinance

is seeking

2 Branch Assistants (*Liberian Nationals preferred, female applications encouraged*)

Duty station: One in Gbarnga and one in Zorzor

PRESENTATION

To improve food security and climate resilience in landlocked areas of Liberia, Entrepreneurs du Monde is opening a social microfinance institution **ELILI Social Microfinance** using the developed and deployed methodology in 8 countries, covering 152,592 people, 87% of them women. The methodology of EdM involves offering loans to the beneficiaries without asking for any collaterals, guarantor or joint liability among the group. ELILI will offer 4 interlinked services: training, savings, loans, and agricultural advice.

ABOUT THE POSITION

The **Branch Assistant (BA)** is responsible for:

- Transactions encoding (loan and savings) in the Management Information System (MIS) of **Elili**
- Management of loan and saving transactions held at the branch office
- Management of the branch petty cash and payment of small operational expenditures

TASKS

To ensure this role, under the responsibility of the Branch Manager, the BA will:

- 1. Transactions encoding (loan and savings) in the MIS of Elili**
 - a. Performing all encoding operations and ensure accuracy of entries corresponding to all daily transactions in the MIS (especially membership management, loan application, accounts management, on-field transactions, beneficiaries' socio-economic data, etc.);
 - b. Ensuring accuracy of data encoded on the field by the Field Officers during the group meetings (loan repayments, savings...);
 - c. Conducting information researches in the MIS according to the needs of the branch team
 - d. Controlling the balance of savings accounts between the group registers and the MIS;
 - e. Printing the transaction list and classify them in chronological order of the series and the dates of issue, together with all supporting vouchers;
 - f. Supporting the Branch Manager to ensure the daily checking of physical cash balances, receipts and cashbooks;
 - g. After encoding, ensure the appropriate archiving of documents.
- 2. Management of loan and saving transactions held at the branch office**
 - a. In relation with Field Officers and/or Branch Manager, ensure the disbursement of loans at the branch office;
 - b. Managing occasional operations at the branch office especially, late loan repayments and savings withdrawals (managing the cash, encoding the operations, issuing the receipts, etc.);
 - c. Upon request of the manager, handle bank operations (cash deposit or withdrawal);
 - d. At the end of the day, provide the proofs of encoded transactions for control checking by the Branch Manager.
- 3. Management of the branch petty cash and payment of small operational expenditure**
 - Managing the petty cash account of the Branch;
 - Performing small expenses for the branch under the supervision of the Branch Manager.
- 4. Other functions**
 - a. Releasing any relevant information to the direct supervisor;
 - b. Participating in the weekly and monthly meetings at the branch and head office respectively;
 - c. Performing any other duties assigned to him/her by the supervisor.

EVALUATION CRITERIA

- Organizational capacity and high sense of rigor
- Reliability in the execution of tasks



- Punctuality and regularity in the execution of tasks
- Compliance with procedures
- Dedication to work
- Commitment to uphold Elili's Vision, Mission, Core Values, goals, policies and procedures

PROFILE

- At least, an **Accounting Degree** from a recognize institution
- At least two years' experience in similar capacity
- Proficiency in Microsoft Office suite, especially Excel and Word
- Strong taste for office work on computer
- Ability to stay focused on work tasks and high sense of rigor

- Comfortable working with numbers
- Ability to manage large volumes of cash
- Ability to relate and communicate well with local residents, particularly those among ELILI's target groups (vulnerable people from rural communities)

Priority will be given to Nationals. Female applications encouraged

Language: Fluent/Proficient in English, Liberian Kolokwa, Lorma, and Kpele (other local languages are a plus).

Professional experience: At least one year's experience working with rural communities.

CONDITIONS:

- Post based in **Gbarnga or in Zorzor. Precise in you cover letter if you are applying for the 2 locations, or just Gbarnga or just Zorzor.**
- Start date: AS

Salary: basic salary 500 USD and a maximum of 100 USD incentives depending on the employee performance

- Medical assurance for the employee, a partner and 2 dependents
- Interviews and tests will be organized in Gbarnga. Travel expenses related to recruitment are not covered by Entrepreneurs du Monde.

Documents to be transmitted:

- CV (maximum 4 pages)
- Cover letter to be written in English language

Send your documents under the subject "Liberia Branch Assistant", to the e-mail address: recruitment@elili.org

Incomplete applications will not be considered. CVs longer than 4 pages will not be considered.

Must be available for starting the position on 19th of August 2024

Application submission deadline: Monday 5th of August 2024