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|  | <b>Job Vacancy<br/>Account Clerk<br/>Recruitment in Zwedru</b>  |
| <b>Organization profile</b>  | <p>Welthungerhilfe was founded in 1962 and is a non-profit making, non-denominational, and politically independent organization.</p> <p>Welthungerhilfe has been in Liberia since 2003 implementing initiatives with a focus on Agriculture/ Inclusive Food Systems and Nutrition Security, Health System Strengthening and WASH.</p>   |
| <b>Duration</b>  | One year with possibility of extension depending on budget and performance  |
| <b>Location:</b>   | Candidate to be hired and stationed in Zwedru, Grand Gedeh County   |
| <b>Objective of the Position:</b>  | The aims of the position are to assist in providing administrative support to the project/programme and in managing the project's/programme's finances.   |
| <b>Responsible to:</b>   | Senior Project Administrator  |
| <b>Responsible for:</b>  | None  |
| <b>Duties and Responsibilities:</b>  | <ul style="list-style-type: none"> <li>• Ensure payments are only made based on original receipt/invoice and complete supporting documents.</li> <li>• Ensure advances are settled within two days after transaction / end of trip and timely follow up outstanding advances.</li> <li>• Ensure that all invoices are cancelled by the "paid by..." stamp and that the accounting stamp is properly completed and signed.</li> <li>• Post all transactions in FundsPro daily and making sure that the cashbook (s) are reconciled and closed by the first day of the following month.</li> <li>• Carry out daily, weekly and monthly cash counts as per laid down procedure.</li> <li>• Assist in ensuring adherence to Cash management policy, procurement regulations, signature policy and other policies published by the Country Office and / or project office.</li> <li>• Ensure that all invoices received are entered in the invoice tracker (in LBR databases).</li> <li>• Update all payments done in the invoice tracker database. Any other reasonable related duties as requested by the Senior Project Administrator, or his/her representative.</li> </ul> <p><b>Duties without own area of responsibility</b></p> <p>Undertake other activities that may be assigned</p> |

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| <b>Minimum Educational Qualification</b> | Bachelor's Degree in Business Administration, Accounting, Finance or other relevant discipline. Good computer skills are essential (MS office)   |
| <b>Professional Experience</b>           | Minimum of 2 - 4 years' experience in a similar position with a reputable INGO, UN agency or the private sector.   |
| <b>Language Skills</b>                   | Excellent spoken and written English   |
| <b>Personal Skills</b>                   | <ol style="list-style-type: none"> <li>1. Excellent understanding of financial processes and cash management</li> <li>2. Knowledge of basic accounting concepts and internal control systems</li> <li>3. Ability to communicate effectively in written and spoken English.</li> <li>4. Computer literacy (MS Word, Excel, Outlook, Teams, etc.)</li> <li>5. Capable of writing reports and managing (Excel) databases.</li> <li>6. Flexible work attitude: the ability to work productively in a team environment &amp; Independently and ability to meet unexpected demands.</li> <li>7. Previous work experience in a multi-cultural international environment is highly desirable.</li> <li>8. Good organizational skills and personal initiative: the ability to be flexible and work well under pressure in a fast-paced team environment.</li> </ol> |
| <b>Application Process</b>               | <p>Welthungerhilfe is an equal opportunities employer. Qualified females are encouraged to apply.</p> <p>Please send electronic copies of a motivation letter, CV, scanned copies of all academic papers and contact details of 2 professional referees/former line manager to the below email with the subject.</p> <p><b>“Account Clerk- 2410”</b> to <a href="mailto:Recruitment.Liberia@welthungerhilfe.de">Recruitment.Liberia@welthungerhilfe.de</a></p>   |
| <b>Application Deadline</b>              | April 30, 2024   |

Revised April 2024