

## Entrepreneurs du Monde

are seeking

**Financial and administrative officer (*Liberian Nationals preferred*)**

**Duty station: Gbarnga, Liberia**

### PRESENTATION

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Entrepreneurs du Monde (EdM) supports the economic integration of families in very precarious situations and facilitates their access to essential goods and services. Thus, these families gain autonomy and improve their living conditions. To achieve its mission, EdM promotes the emergence of sustainable local organizations through 4 areas of activity: social microfinance, access to energy, agro-entrepreneurship, and professional integration and support for entrepreneurs. For more information: [www.entrepreneursdumonde.org](http://www.entrepreneursdumonde.org)

To improve food security and climate resilience in landlocked areas of Liberia, Entrepreneurs du Monde is opening a social microfinance institution using the developed and deployed methodology in 8 countries, covering 152,592 people, 87% of them women.

### ABOUT THE POSITION

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Under the supervision of the General Manager, the financial and administrative officer entails responsibility for financial, accounting and administrative management.

### Tasks and responsibilities

#### Accounting & Finance

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- A. For head office expenses encoded every expenses in the MIS
- B. Oversight of daily/monthly/yearly reconciliation of the MIS and accounting documents (e.g. bank statements, cash transfer forms, checkbook records)
  1. Perform weekly checks on the daily cash collection - deposits made in the banks and encoding made in the MIS
  2. Ensure the correctness of the accounts encoded in the MIS - the general ledger and account ledger details
  3. Responsible for checking the accounting reports generated by the system
- C. Checking of all books of accounts to ensure accuracy and reliability
  1. Perform bank reconciliations on a weekly and monthly basis
  2. Check and monitor fixed assets register for all equipment and assets in the head office and the branches
- D. Preparation of Financial Reports
  1. Check, approve and consolidate monthly financial reports (Balance Sheet and Income Statements) submitted by the branches
    - Prepare and submit the monthly organizational Financial Reports to include:
    - Balance Sheet
    - Income Statement
    - Variance Analysis Report
    - Cash/Bank Book Report
    - Consolidated Trial Balance
    - Consolidated General Ledger
    - Prepare and submit year end organizational Financial Reports after all reconciliations have been done

# ENTREPRENEURS du Monde

2. Assist External Auditors in the annual audit of accounts
3. Prepare Financial Reports for donors and other external stakeholders as and when required

## Treasury

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- A. Budget and Fund-sourcing
  1. Assist the General manager in the preparation of the annual budget and midyear reviews
  2. Assist the General manager in the processing and documentation for fund sourcing
  3. Propose corrective or cost-reduction measures when necessary
- B. Fund management
  1. Manage bank accounts to include proper observance of bank account opening (and closure as may be necessary) and ensure that the list of signatories is kept up-to-date and in compliance with basic internal control measures
  2. Check and approve all bank transactions
  3. Monitor the cash flow, prepare the weekly cash position and recommend fund transfers/requests as may be necessary
  4. Check and approve all cash and check disbursements
  5. Ensure that expenditures are forecasted within the budget
  6. Analyze cost effectiveness of planned and actual expenditures
  7. Check and monitor the petty cash/working fund disbursements in the HO and branches

## Administrative

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- A. Payroll Checking
  1. Ensure the accuracy and timely processing and payment of Payroll items (salaries, NASSIT, PAYE)
  2. Ensure compliance to employment regulatory concerns
- B. Employee Benefits
  1. Check and monitor leaves, staff loans and advances in consultation with Executive Director, Staff Loan Committee, etc...
  2. Ensure accurate/on-time remittance and submission of statutory payments and disclosure requirements
  3. Recommend any other benefits due to staff as appropriate
  4. Validate and approve pre-employment requirements prior to contract drafting/administration
  5. Do final pays and severance claims to staff as may be necessary
- C. Head Office and Branch Set-up
  1. Ensure physical set-up of the Head Office and Branch according to standards
  2. Check procurement of assets, fixtures and furniture and other technical investments
  3. Realize the regular inventory of all EdM Liberia property
  4. Coordinate and monitor repairs and maintenance of all offices
  5. Prepare and submit legal requirements and reports to government agencies as per mandate to include but not limited to government licenses, insurance, taxes and fees covering branches and the entire organization

## Other

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1. Develop and/or updates the existing accounting manual and other internal mechanism
2. Carry out any other compatible tasks assigned by your line manager

## PROFILE:

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**Priority will be given to Nationals.**

**Education:** Graduate of Accountancy, post graduate accounting qualification desired

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

# ENTREPRENEURS du Monde

**Professional experience:** At least three years of relevant experience in a finance/admin function in the field at an appropriate level, with sound understanding of working in Non-Governmental Organizations (NGOs).

- Strong background in administration, operations management, risk management, internal auditing and financial management
- Proven ability to provide support, guidance and training to financial and non-financial staff and peers
- Communication and reporting skills, both verbally and in writing
- Ability to work to deadlines with good prioritization and time management skills
- Ability to work in a cross-cultural and complex environment
- Experience in multi-currency accounting desired
- Willingness to conduct field work as may be required
- Commitment to uphold EdM's Vision, Mission, Core Values, goals, policies

Desirable qualities:

- Experience in grant financial reporting
- Experience working with multicultural and multidisciplinary teams

**CONDITIONS:**

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- Status: indefinite contract (local employment contract).
- Post based in **Gbarnga** with regular trips to the provinces and potentially in the sub-region.
- Start date: ASAP.
- Salary: based on experience.
- Interviews and tests will be organised in Monrovia and online. 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
- A document in English presenting your most beautiful achievement related to the position to be filled (in 1 page)

Send your documents under the subject "Liberia- Financial and administrative officer ", to the e-mail address:

[andre.duchene@entrepreneursdumonde.org](mailto:andre.duchene@entrepreneursdumonde.org)

**Incomplete applications will not be considered.**

**CVs longer than 4 pages will not be considered.**

Application submission deadline: Monday 8<sup>th</sup> of April 2024