



Italian Association Amici di Raoul Follereau (AIFO) – AIFO Liberia Vacancy Announcement N° 17S/2022/QR2/VOICE.

Issued on: 6 May 2022

Deadline for Application: 16 May 2022

Position Title: Cashier

AIFO is currently seeking to recruit a Regional Office Cashier for its operations in Liberia. Qualified women and men with disabilities are strongly encouraged to apply.

AIFO Liberia

The Italian Association Amici di Raoul Follereau (AIFO) is an Italian non-for-profit organisation that has been present in Liberia since 1997. AIFO Liberia offers opportunities for people affected by leprosy, persons with disabilities (PWDs), women/children and members from vulnerable and marginalised communities to lead a better quality of life. AIFO Liberia focuses on healthcare and economic empowerment to provide a better quality of life and create large scale positive change. AIFO Liberia is accredited by the Ministry of Finance and Development Planning, Republic of Liberia; accreditation number 0094.

Role: AIFO Liberia Regional Office Cashier

Place of work: Ganta

Duration: 6 months (with the possibility of renewal)

GROSS SALARY: 350-450 \$

Benefits: transportation allowance and medical contribution

GENERAL PURPOSE OF THE FUNCTION

The cashier is responsible for the daily management of the financial resources assigned to the regional office in Ganta with the supervision of the satellite office in Lofa. S/he works in coordination with the Regional Officer in Ganta, the Project Accountants in Monrovia and reports to the AIFO Country Administrator. It is his/her task to contribute to the good functioning and organization of the regional office and to the supervision of the satellite office.

MAIN DUTIES

Admin and finance

- Under the close supervision of the Country Administrator and in articulation with the Project Accountants, s/he is responsible for the management of the cash

- Ensure payments in cash and bank, implemented as required by AIFO LIBERIA's financial policies and donor guidelines.
- Maintain high level accuracy in preparing bank transfer, issuing cheque and cash payment.
- Keying payment vouchers into cash book and bank book and ensure the cash closing balances reconcile with the cash at hand.
- Prepare monthly cash declaration and bank reconciliation.
- Immediately report any discrepancy in cash to the supervisor.
- Undertake timely filing of all vouchers produced in Regional Office and received from field offices.
- Each month collect staffs' timesheets and pay slips for submission to head office.
- Ensure Regional office financial report and supporting documents are send to head office before the end of the month.
- Read and become familiar with AIFO LIBERIA finance policies, procedures and guidelines as they relate to the duties of a cashier. For example, ensure a good understanding of AIFO LIBERIA Chart of Accounts and T Codes.
- Prepare consumption report for AIFO Regional office fleet.
- Serve as representative of finance department and support the regional office during meeting and training.
- Other duties as assigned.

Logistic

- Ensures efficient management of the material resources of the Ganta regional office and supports the Lofa satellite office;
- Ensures rigorous recording of all resources used by the organisation in the implementation of activities and their operation of the Ganta regional office and supports the Lofa satellite office;
- Ensures the permanent updating of the inventory of the Ganta regional office and that of the Lofa satellite office;
- Collaborates on the logistical tasks related to the organisation of events, meetings and interviews carried out by the Ganta regional office and supports the Lofa regional office.
- Ensures that all procedures related to the management of motorbikes are correctly followed (motorbikes request, trip registration maps, check-in of the vehicle conditions, motorbikes use regulations, storage of documents, etc.) in coordination with the Regional Coordinator and the Community Workers.
- Collaborates with the Regional Coordinator, under the supervision of the Country Administrator, to carry out the regular maintenance and repair of all motorbikes in service in the Ganta and Lofa offices, supervising the issues to be dealt with workshops and suppliers;
- Ensures compliance with legal obligations regarding all motorbike documentation.

Requirements

- Cash Handling skills
- Excellent verbal communication
- Ability to work in a fast-paced, stressful environment
- Team work
- Attention to detail
- Willingness to travel and stay overnight throughout the country

Education

1. High School Diploma or above Diploma in accounting/finance
2. Minimum 2 years of work experience as cashier for NGOs.
3. Experience of computer skills.
4. Fluent in written and spoken English.
5. Proficient in MS Office applications (Excel, Word and PowerPoint).

HOW TO APPLY To apply, send your CV, a cover letter detailing how you meet the job specification and three references to cv.liberia@aifo.it indicating in the subject of the email: AIFO Liberia Cashier N° 17S/2022/QR2/VOICE.

We apologize in advance, but only qualified and shortlisted candidates will be contacted. We encourage applicants to submit the application well before the deadline date. The selection respects the principles of equal opportunities (Law 903/77).