

Mobile Solutions, Technical Assistance and Research (mSTAR) Project
FHI 360
Finance and Data Entry Assistant
Position Description

Job Summary:

Position Title : Finance and Data Entry Assistant
Reporting Line : Senior Finance and Administration Officer
Start Date : June 5, 2017
Duration : Initially 3 months with possibility to extend or be made permanent
Duty Station : Monrovia with frequent travel to the rural areas

The Finance and Data Entry Assistant will support the USAID funded Mobile Solutions, Technical Assistance and Research (mSTAR) Project primarily with financial support and data entry activities. S/he will work closely with the mSTAR Liberia Senior Finance and Administration Officer as well as the mSTAR Liberia Monitoring and Evaluation Specialist in Monrovia, Liberia. This role includes assisting the Senior Finance and Administration Officer with preparing payments and with financial recording and reporting. This role also includes possible trips to the field for management of field finances and the payment of event participants. Furthermore, this role will also include data entry of surveys into databases, as well as conducting phone interviews with beneficiaries.

Key Responsibilities:

Finance

- Assist the Senior Finance and Administration Officer with the development of program reports and budget preparation as required.
- Help the Senior Finance and Administration Officer maintain all office financial accounts. This includes accounts payable, checking accounts and travel expenses.
- Help the Senior Finance and Administration Officer develop monthly financial statements for review by the Activity Manager and Home Office Finance Manager.
- Assist in preparing cash transfer requests.
- Assist the Senior Finance and Administration Officer with the maintaining of financial files of mSTAR's work in Liberia.
- Assist the Senior Finance and Administration Officer with processing of payments.
- Assist with handling of finances in the field, paying of event participants, and event payment receipt record keeping.
- Other duties as assigned

Monitoring and Evaluation

- Assist with data entry of surveys
- Conduct phone survey interviews
- Support focus group and/or other qualitative and quantitative research activities under the direction of the M&E Specialist
- Other duties as assigned

Required Qualifications and Competencies:

- Knowledge of and experience in accounts payable and receivable accounting systems preferred
- Hands-on experience with Accounting Computer Packages including Quick Books preferred
- Experience with donor funded projects preferred
- Ability to manage and work independently and efficiently
- Ability to travel as required, up to 40%
- Diploma in accounting from recognized institute
- Minimum of two years' experience in accounting field with an international NGO
- Good working knowledge of Microsoft Excel
- Detail oriented
- Knowledge of and experience in contracts and grants management preferred
- Fluency in spoken and written English
- Ability to work well with others, including project staff, government counterparts, implementing agencies and vendors

Application Instructions:

All applications should be addressed to mjawara@fhi360.org and cc: jkourgialis@fhi360.org by **Friday, June 2 2017**. Please indicate in the subject line of the email: "mSTAR/Liberia Finance and Data Entry Assistant."

Applications must include an up-to-date CV including contact information for 3 professional referees – preferably former or current employer.

Please Note: ONLY electronic applications will be accepted and only short-listed candidates will be contacted.

Posting period: Eleven days