



Job Title: Junior Finance and Administrative Assistant

Job Summary

To drive the financial and administrative processes to conduct the office administration and to generate reliable, transparent & timely financial and administrative information needed by the company to manage its resources and the funds entrusted to it by its partners, thereby generating ongoing confidence.

Duties and Responsibilities

Under the supervision of the Controlling, Tax and Accounting Officer, the Junior Finance & Administrative Assistant's responsibilities will be as follows:

- Ensure receipts and all supporting documents are provided and attached to payment vouchers.
- Scan all supporting documents on a weekly basis and upload to the box for the attention of the Controlling, Tax and Accounting Officer.
- Assist in year-end inventory count of materials/supplies and assets register.
- Prepares paperwork and files financial transactions and vouchers.
- Photocopy vouchers and supporting documentation for payments and reports to the Finance Manager
- Identify and address account discrepancies.
- Responsible for petty cash disbursements, replenishment and petty cash count.
- Ensure bank and petty cash transactions are recorded daily.
- Prepare monthly cash-flow control sheets with original documents of all transactions and send them to the Controlling, Tax and Accounting Officer.
- Review and check staff expense reports for correctness and accuracy and submit for approval
- Prepare payment voucher and upload to DocuSign.
- Keep records of invoices and tax payments.
- Assist with the payment of transport reimbursements to participants.
- Support in preparing budgets, revenue, expenses, payroll entries, invoices, and other accounting documents.
- Interacts with internal and external auditors in completing audits.
- Support in the compilation and filing of Tax returns to NRA.
- Support for training and workshop.
- Support in the Maintain of effective financial information management systems, including hard and soft copy files, and hardware of the finance section filing system.
- Perform various clerical roles such as photocopying; processing financial vouchers.
- Any other duties assigned.

Skills and Competencies

- At least two (2) years of experience in accounting and finance or a related field.
- A degree from a recognised university in Accounting or Finance.
- Demonstrable skills in the development of finance and accounting policies, procedures and systems in the context of telecommunications.
- Excellent English written and speaking skills.
- Good interpersonal skills (tact, diplomacy, discretion and impartiality) are essential for this position.
- Strong team player with the ability to work in virtual teams.
- Ability to work and communicate effectively with a broad spectrum of individuals within a broad range of Global environments.
- High level of good organisational and administrative skills with an ability to work well under pressure.