

**ICAP at COLUMBIA UNIVERSITY
JOB DESCRIPTION**

Finance Assistants

Job Title:	Finance Assistant
Reports To:	Senior Finance Officer
Location:	Freetown, Sierra Leone

POSITION SUMMARY

ICAP at Columbia University is an international non-governmental organization that aims to ensure the wellness of families and communities by strengthening health systems around the world. Working under the guidance and direction of the Senior Finance Officer, the finance assistant will provide day to day support to Finance Officers on payment processing, disbursement, filling and other daily routine tasks.

MAJOR ACCOUNTABILITIES

- Manage Payments and receipts, including cash handling when supporting field activity payments.
- Capture and process transactions in QuickBooks accounting software.
- Handling Electronic Mobile Money Payment processing
- Ensure supporting documents are complete, accurate and provided on a timely basis when requested by auditors and the compliance office.
- Monitor Petty Cash balances to ensure timely replenishment
- Manage Electronic Payment Transfers.
- Process staff advance and follow-up on advance retirements by staff.
- Reconcile the Withholding Tax account on a monthly basis and ensure timely payment to tax authority.
- Perform Other Financial and Administrative Duties as Maybe Assigned.

EDUCATION

- Bachelor's Degree in Finance or Accounting or Certified Accounting Technician required.
- Minimum Two (2) years of relevant experience in Finance, Banking or auditing.
- Women are Strongly encouraged to apply.

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Demonstrated understanding of payment processing and general finance processes.
- Fluent English oral and written communication skills; ability to interact professionally.
- Excellent interpersonal and coordination skills
- Proficiency in written and spoken English
- Computer skills (MS Office)
- Experience working with QuickBooks and ERP accounting systems.
- Experience with Electronic Mobile Money Payment processing is an added advantage