



Vacancy Announcement

Job Title: Junior Accountant
Department: Administration, Operations and Legal
Section: Finance
Reports To: Senior Accountant
Opening date: June 11, 2018
Deadline: June 22, 2018 at 4: pm

Summary:

The Junior Accountant will provide support in the various functions in the Finance section, working closely with the Senior Account, other Junior Accountants, Finance Assistant and Comptroller and also ensures that finance and fiscal management activities are conducted in accordance with applicable Laws and LTA policies and procedures.

JOB DESCRIPTION:

- Raises Cash Disbursement Voucher.
- Deals with banking transactions on behalf of the LTA.
- Maintains Fixed Assets Registry.
- Reports unclear and/or questionable transactions.
- Maintains registry log for all out going invoices and GOL licenses.
- Processes remittances to GOL on behalf of the LTA
- Reviews and verifies requests to payments for vendors or internal customers.
- Insures that all financial requirements for disbursement are satisfied before preparing checks.
- Check for compliance with Public Procurement Laws and Regulations before raising vouchers for payment.
- Makes bank deposits on behalf of the LTA.
- Processes vouchers for salaries, benefits and other payments.
- Codes expenditure vouchers based on Budget Line and Cost Center Codes.
- Collects bank statements.
- Reports unclear transactions, mistakes, and other requisition anomalies.
- Other functional duties as assigned by the Comptroller or the Senior Accountant.
- Prepare on the basis of information transmitted by the different Departments, Verify the accuracy of all financial data with the standard norms and register all transactions in the appropriate file.

- Perform other related tasks as may be necessary.

QUALIFICATIONS & EXPERIENCE:

- University Degree in Business Administration, Finance, Accounting is required;
- Minimum 5 years of relevant professional experience during which the candidate has proven his/her capabilities in Financial management or accounts administration is required.
- Experience in working with international organizations and an excellent knowledge of World Bank's financial procedures, including procurement and contracting is preferred.
- Good communication and social skills
- Computer skills (Word, Excel, Access)
- Work individually or as a team member to complete work assignments satisfactorily.
- be flexible in responding to changes in schedules and job priorities.
- Knowledge of and working experience with the Public Procurement Guidelines and Regulations.

OTHER REQUIREMENTS:

- Honesty and personal integrity and confidentiality are a must.
- Proven ability and experience working with all levels of management.
- Ability to foster a cooperative work environment and work collaboratively to effectively resolve problems in a diverse setting.
- Ability to solve problems and render advice using established policies and procedures.
- Excellent interpersonal and persuasive skills.
- Good written and oral communication skills.
Highly skilled in the use of personal computers and associated software applications, including MS Word, Access, Excel and Power Point

Interested applicants must submit the following for the application to be considered: Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number(s) and email address if available). All other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position for which application is being submitted.

Interested applicants can drop their applications to following address:

**The Staffing & Employee Relations Manager
Liberia Telecommunications Authority
Menetamba Road, Cooper's beach Community
Paynesville, Liberia**