

Job Description & Role Explanation

Job Title: Finance Assistant

Reports to: WA Finance Officer.

Location: Lomé, Togo

Employment Type: Full Time (8:00 am-4:30 pm Monday-Friday)

Job Scope

The WA Finance Assistant is responsible for managing funds in the West Africa office, reporting to the WA Finance Officer.

Spiritual Life

- Being a Christian and a key leader in a Christian organization, your relationship with God must be the central focus of your life. Your outward ministry and service should be greatly fueled by your devotion to God. If this is not the case, then everything else does not matter. Quality time with God is a must for this position.
- Secondly, you must be able to take care of your family. Ensure that you are in a right relationship with your spouse and children. Ministry begins at home.
- Prayer for this partnership, including the ministries, churches, and partners involved must be a central process in all that you do.
- Should identify and be accountable to at least one other person on a regular basis for discipleship. Our life with Christ is communal, not private or individualistic.
- Mission-minded. Ready to share the love of Jesus with the lost, to encourage and exhort others, and to live out the gospel in all aspects of your life.

General Description of Role & Expectations

I. Disbursement and Accountability (Field Visits)

- Facilitate the disbursement of funds to (FRs/ZL/ZC) through the Regional Field Rep Coordinator
- facilitate any other disbursements as and when required.
- Follow up and collect FRs Visit Reports from the Regional Field Rep Coordinator and prepare the accountability for the visit fees that had been disbursed.

II. Reporting:

- Prepare reports for all FRs/ ZL/ZC visit related expenses and upload them on the electronic filing platform together with receipts and vouchers for QuickBooks entries.
- Elaborate Monthly expense reports for AWA & FWA Field Staff Support and upload them on the electronic filing platform together with receipts and vouchers for QuickBooks entries.
- Accountability, Vouchering, and Receipting for Project activities as and when required.

III. Finances:

- Proper historical record keeping will be expected.
- Financial accountability
- Proper allocation and careful use of funds is mandatory.
- High value is placed on integrity and discretion.
- Reviewing field financial reports
- It is also important to remember that the function of the office is to serve and support the work in the field. There should not be a controlling tone or harassment of those in the field.
- It is likely, our field staff will challenge patience and not always send reports in the right format, on time, and properly filled. Grace, mercy, and patience are needed to help them adjust to the expected level we require. However, we never stop encouraging them to raise their level of reporting.

Signature

Date