



## **AMOT GIRLS FOUNDATION**

### **Job Description- Position of Volunteer: Accounts and Administrative Assistant**

#### **Purpose of the Role**

- i. To be provide accounting and office administrative support duties.

#### **1.1. Specific Roles**

1. Receive and process financial requisitions as per the organizational finance and accounting regulations.
2. Open and maintain proper books of accounts for all organization activities.
3. Disburse funds for organizational activities as approved by the executive director or his/her designee.
4. Prepare financial and office related- reports
5. Maintain organizations petty cash
6. Make payments to service providers, staff and filed beneficiaries as approved by the executive director.
7. Make all project related purchases and office expenditures.
8. Compiling weekly, monthly and quarterly financial and administrative reports.
9. Prepare office teas and meals
10. Undertake clerical work such as typing, printing, filling and taking minutes during staff meetings
11. Clean the office and ensure tidiness and sanitation in the office.
12. Receive office calls and guests; provide relevant information and direct guests to the right departments.
13. Performing any other duty as shall be assigned by the Executive Director from time to time.

#### **Qualification**

- Diploma in Business Administration/Management, public relations, secretarial work, Accounting or any other relate field.
- Two (2) years of related work experience with increasing responsibilities.
- Strong understanding of development/civil society sector work.
- Committed to and conform with the organizations mission.

#### **Essential Skills and Competencies**

- Strong English communication skills, both written and oral.
- Ability to work in a multi-cultural environment required.
- Excellent administration and organization skills.
- Active Listening skills.
- Excellent customer Service skills.



- Excellent Problem-solving skills.
- Demonstrated experience in basic accounting
- Demonstrate strong Computer skills, especially in MS-Word, Excel and PowerPoint.