

ToR – Administrative Assistant

Background

Charlie Goldsmith Associates SL Ltd is a registered company in Sierra Leone which specialises in practical public management systems, including but not limited to: education, health and public finance. We have been working in Sierra Leone since 2011, currently providing support to the Ministry of Health and Sanitation on the Health Workers' Attendance Monitoring System, funded by the Department for International Development, and as part of the CHANGES consortium.

Terms of Reference:

We are looking for an administrative assistant to support our project implementation, and overall office processes, with specific tasks and responsibilities including:

Finance:

- Providing general financial and administrative support
- Take own initiative and perform daily work within compliance with the CGA Operations Manual, and as delegated by Project Manager/Country Coordinator
- Updating ledger entries and ensuring that financial records are up to date
- Assistance with monthly office budgeting and monitoring of spending

General office admin

- Assistance to project teams in project implementation
- Maintaining google drive files and hard copies
- Where necessary, provide secretarial support to project staff
- Assist with procurement of goods
- Maintain asset registry

Logistics and support

- Provide support in all logistical arrangements concerning project implementation and company operations

Qualifications and Skills:

- Certificate in finance and administration
- Experience in administrative work, preferably with an international organisation
- Proficiency in use of computers and specifically MS Office (Excel)

Approach:

- Report to CGA SL Country Coordinator, and work closely with CGA Back Office Manager (UK)
- Team oriented
- Flexible and solution focused

Timeframe and Inputs

- 2 days per week at a daily rate. Successful applicant is responsible for payment of their own taxes

NB: This application process involves a practical Excel test

Please submit your CV and covering letter to
backoffice@charliegoldsmithassociates.co.uk

Applications will be reviewed as they are submitted.