



TEFON HR SARL

A Family-Friendly Company With A Heart



TEFON HUMAN RESOURCES Sarl

Vacancy announcement

Job Purpose/Summary

The Archivist & Finance Assistant is responsible for assembling, cataloging, preserving and managing historically valuable collections of information, which exist in hard and soft formats and providing support to accounts payable operations whenever need be.

Main Mission/Result Area

PRIMARY ACCOUNTABILITIES

- Evaluates records for preservation and retention - some may be fragile and need careful handling, repair or conservation.
- Arranges for the acquisition and retrieval of records.
- Prepares record-keeping systems and procedures for archival research and for the retention or destruction of records.
- Catalogues collections and manages information and records.
- Responds to enquiries from archives users.
- Advises users on how best to access, use and interpret archives, often through internal training courses.
- Facilitates remote access by maintaining user-friendly, computer -aided search systems.
- Produces teaching materials.
- Advises on ways of protecting and preserving archives.
- Advises on the ongoing organization and storage of material in to encourage organizations to plan for the future.
- Prepare and journalize month-end amortization sheets for prepaid Insurance and rent as well as other monthend entries.

- Register and submit all foreign and local invoices into Proactis, review invoices for cost, quantity, legitimacy or duplication and recalculate WHT on service invoices.
- Handle period end account reconciliation for some selected local and foreign vendors.
- Accuracy in preparing the log sheet and entering the payment into the system, examine material invoices with P.O.s & Receiving Reports for correct quantities and amounts
- Register and submit all foreign and local invoices into Proactis, review invoices for cost, quantity, legitimacy or duplication and recalculate WHT on service invoices.
- Ensure service invoices have accurate rates (as per contract), right approvals and pay within the due date.

HSSE Accountabilities

- Participate in all HSSE intervention schemes (APIPP, Incident reporting, site visits) and awareness sessions (HSSE Meetings, events and trainings) to maintain and improve Company HSSE culture and performance.
- Understand the emergency procedure and the related requirements.
- Lead as a role model to improve HSSE engagement within direct team, section, and department.

The incumbent may perform other related duties as assigned

Key Challenges

- Imperative need to ensure adequate organization of the archive room.
- Analyze and identify innovative ways to improve and preserve archiving records
- Deliver results within tight deadlines.
- Ability to Manage electronic documents.
- Ability to multitask, maintain credibility and regulate archive access.
- Ability to handle invoices of different currencies
- Timely payment of invoices.
- Avoiding duplicating payments
- Ensuring that rates and quantities on invoices concur with P.O.s, contracts and GRN.

- Providing accurate account analysis.
- Maintaining good relationships with vendors.

Competence & Requirements

- A bachelor's degree in Archiving and Library Science or in any management or administrative discipline.
- A Minimum of two years of experience in Finance and Accounting, with knowledge on the interpretation of Finance law
- Good computer skills.
- Good knowledge on administrative tasks.
- Good knowledge of Microsoft office pack (Word, Excel, PowerPoint).
- Good memory, fast thinking and good problem-solving techniques.
- Leadership skills.
- Good presentation, written and communication skills.
- Strong interpersonal skills, which are required to develop many and varied interfaces and to engender trust, credibility and respect that are essential for the successful performance of the job.
- Motivated objective driven person.
- Provide clear advice to all stakeholders.
- Demonstrate personal effectiveness.
- Good knowledge of Financial Accounting.
- Knowledge of Sun Systems will be an added advantage.
- Good understanding of the fiscal law

All interested candidates should submit a CV and cover letter

to: tefonhr@tefonservices.com / www.tefonservices.com

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Human Resources / Operations Director
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