

TERMS OF REFERENCE FOR THE POSITION OF DATA INPUT OFFICER FOR THE BRIDGES CONSTRUCTION PROJECT BY AL OWN - HDF & CO LTD JV

AL OWN – HDF & Co Ltd JV, an arrangement between two private limited companies incorporated, for the purpose of executing the contract awarded by the Government of Sierra Leone for the design and construction of the Tomparie bridge (Lot 1) in Karene District and the Manowa bridge (Lot 4) in Kailahun District. The registered office is located at 164 Circular Road, Freetown, Sierra Leone.

The employee will be hired by the contractor, represented by Mariam Diop, Managing Partner and JV supervisor, to work as a data input officer at the Head Office in Freetown, on the basis of a local law employment contract of a fixed-term duration of 6 months with a possibility of renewal based on performance and organizational needs.

Purpose

We are seeking a highly organized and responsible data input officer that will ensure that the necessary financial data are in place and effectively managed for the rapid and efficient achievement of company goals and project objectives. The data input officer will be responsible for managing the following areas:

1. **Managing Monthly Invoice Packages:** Collaborate with project technical leads to prepare monthly invoice packages for all billable projects. This involves ensuring accuracy, completeness, and timely submission of invoices to clients.
2. **Issuing and Tracking Invoices:** Issue invoices to debtors/clients and maintain a tracking system to monitor invoice statuses, ensuring timely payments.
3. **Posting to Cash Book:** Ensure prompt and accurate posting of financial transactions to the cash book and its subsidiaries in the accounting application. This task must be completed by the close of business each working day to maintain up-to-date financial records.
4. **Inputting Staff Payments:** Collaborate with the HR officer to input all staff-related payments, including loan disbursements and deductions, into the financial management system on a monthly basis.

5. **Financial Record Filing:** Maintain organized and secure filing systems for financial records, including invoices, receipts, and payment documentation. This ensures easy retrieval of information for audits, reporting, and decision-making purposes.

Qualifications of the Data Input Officer: The ideal candidate for the Data Input Officer position should possess the following qualifications:

- **Minimum of 2 Years' Experience with QuickBooks:** Demonstrated experience and proficiency in working with QuickBooks or similar accounting software is essential to efficiently manage financial transactions and records.
- **Bachelor's degree in accounting:** A bachelor's degree in accounting or a related field provides the necessary theoretical knowledge and understanding of financial principles to effectively perform the duties of this role.