



Job Description

Finance and Human Resource Assistant

1. About Us

Easy Solar is a leading solar company in West Africa, distributing and financing high-quality solar products and appliances for those with limited or no access to the conventional grid. Customers can finance their purchase over time by paying in weekly or monthly installments, with the option to pay via cash or mobile money. To date, Easy Solar has reached more than 400,000 beneficiaries, distributed through its extensive network of agents and outlets throughout Liberia and Sierra Leone.

2. About the Shop Coordinator Role

Easy Solar is recruiting a dedicated, well-organized and experienced **Finance and Human Resource Assistant** to support our Finance and HR department. As the Finance Human Resource Assistant, you will create new employee packets, manage employee records, organize and update files, and prepare reports. You will be responsible to handle scheduling and ensure the department calendar is current, and perform other administrative tasks as needed.

3. General HR Duties & Responsibilities:

- Assist with the recruitment and onboarding of staff
- Use HR databases to review, input and keep track of employee information
- Track employee progress within the onboarding program
- Assist in explaining and providing information on employee benefits, programs, and education
- Maintaining organized and up-to-date HR files
- Assist in coordinating and updating the company's medical insurance and NASSCORP scheme
- Support the daily operations of HR team as needed

General Finance Responsibilities :

- Review all transactions ensuring that the adequate supporting documents and authorisations are provided.
- Ensure all finance documents are file on a timely basis
- Keep track of staff advances and ensure they are timely liquidated, ensuring advance accounts are reconciled on a timely basis
- Perform reconciliation of MTN statements against supporting documents and batch upload files



- Maintain the petty cash safe, records and ensure petty cash transactions have supporting documents
- Prepare Transfer requests for MTM and bank for review by finance and hr manager
- Support the finance team as needed

4. Required Skills, Education, and Experience

- A proven track recording of executing Finance HR-related tasks
- General knowledge of various employment laws and practices
- Hands on experience working with MS Office, and HR software (BambooHR & IDT Labs)
 - Effective oral and written communication skills
- Great interpersonal skills
- High ethical standards and ability to exhibit a high level of confidentiality
- Degree in Human Resources or relevant fields

5. What We Offer

- A very attractive, performance-based, remuneration with benefits
- Plenty of opportunities to grow within the company and take management positions
- The opportunity to take part in West Africa's most exciting entrepreneurial companies that has a strong commitment to outstanding customer service, user-friendly, high-quality life-changing devices and environmental sustainability
- Frequent coaching and training
- The opportunity to work closely with a young, international, tech-driven team of renewable energy enthusiast

All interested candidates can use this [link](#) to apply:

Deadline for applications: 23rd April 2021.

Please note that interviews will be done on a rolling basis and the role may be filled before the deadline.