



CALL FOR APPLICATION FOR THE POSITION OF ADMINISTRATION AND FINANCE OFFICER

Background

Janjangbureh Tour Guides Association is made up of youth with a vision to conserve, protect and promote sustainable, inclusive and community-based tourism. The objective of the association is to contribute to the Sustainable Development Goals through empowerment, shared learning whilst creating a conducive and inclusive environment for young people. Being conscious of the role that youths play in the service of humanity and development of societies and the nation at large, the association aims to work with youth and women and communities in achieving the said goals under a mandate of youth leadership.

The Janjangbureh Visitor and Information Centre (VIC) is set up through the support of the EU funded Youth Empowerment Project to offer community tourism services by providing information on things to see and do, where to stay, shop, and eat to visitors to the island and surrounding communities. In addition, the Centre will also offer a range of services including booking and reservations for community tours and activities, accommodation, gift shop, restaurant, library with a co-learning space for youth.

The Centre put great emphasis in providing quality information and efficient customer service with the understanding that the reception visitors receive at the Centre will contribute to their overall experience, and will shape their perceptions of the island town and region. Raising awareness of tourism products and services in Janjangbureh and the region as well as collecting data on visitor feedback, and engagements to ensure these objectives are being successfully realized.

The Janjangbureh Visitor and Information Centre supports the mission of the International Trade Centre, the Ministry of Tourism and Culture and the Gambia Tourism Board to commit to the ideals of responsible and sustainable tourism practice, to increase the contribution of tourism to the economy, and being cognizant of the need to continuously enhance visitor expectations.

Description of Duties/Responsibilities:

The Admin and Finance Officer will work under the direct supervision of the Visitor Center Manager and guidance of the Youth Centre Manager and in close collaboration with GTB destination manager and members of the Tour Guides Association. The Admin and Finance Officer will be responsible for the following:

- Keep accurate records for all daily transactions including income, sales, and payments of the Centre.
- Provide proper recording of all tour and activity sales ensuring the beneficiary percentages are accurately recorded and distributed.
- Process invoices; provide receipts, and record accounts payable and accounts receivable.
- Update internal systems with financial data including price updates, discounts, vouchers and coupons.
- Ensure staff salaries are paid monthly with the approval of the Visitor Center Manager.
- Prepare monthly, quarterly and annual financial reports.
- Present Centre's income, expenditures and budget during team, board, committee and stakeholder meetings as required.
- Support in the review and reconciliation of surveys and visitor data including visitor spending.
- Reconcile monthly sales, deposits and expenditures against bank statements.
- Ensure all payments are duly process and approved by the Visitors Center Manager before effected.
- Participate in financial audits.
- Maintain proper and up to date record of assets and inventories.
- Track bank deposits and payments.
- Assist with activity, monthly and yearly budget preparations.
- Setup and maintain an efficient filing system.
- Manage the centre reception, receiving visitors, handling telephone communications, and email correspondences.
- Ensure all booking information are effectively communicated to the responsible parties.

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- Prepare and maintain an up to-date address book, and contact list of visitors, guest, partners, suppliers, staff and other stakeholders.
- Support in the organization and coordination of meetings, conferences, trainings and travel arrangements.
- Support in the organisation and implementation of market linkages programs/activities including fairs, exhibitions and pop up markets.
- Support in the development of marketing, promotion and visibility materials for the Centre and the different tourism and creative groups.
- Provide responses to all inquiries addressed to the Centre and provide information requested by visitors, partners and other relevant stakeholders with the approval of the Visitor Center Manager.
- Manage office supplies such as stationery, equipment and furniture.
- Receiving and dispatching deliveries.

Experience:

- Proven work experience as a Finance Officer or similar role.
- Experience using financial software.
- Advanced knowledge and skill in MS Excel.
- Knowledge of financial and accounting procedures and regulations would be a plus.
- Experience in preparing and monitoring budgets.

Education:

- Certificate in finance and or accounting.
- Certificate or Diploma in any professional certification program will be an advantage.

Skills

- Excellent analytical and numerical skills.
- Sharp time management skills.
- Strong ethics, with an ability to manage confidential data.
- Good interpersonal and communications skills.
- Ability to deliver under pressure and tight deadlines.
- Competent in Microsoft Word, Excel, PowerPoint.

Language:

- Fluent in English and Wolof or Mandinka. Knowledge of other Gambian local languages is a plus.

Duration:

- 6 months (with possible extension subject to satisfactory performance),

Applicants

- Priority for this position is given to members of the Janjangbureh Tour Guides Association. Interested individuals from Janjangbureh and the surrounding communities with the requisite qualifications may also apply.
- The duty station for this position is Janjangbureh, Central River Region.
- All applicants should send a copy of their CV and Cover Letter via email to pngoneh@intracen.org on or before the **3rd of August 2021**.

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