



FORUMCIV.

The Sustainable Initiative for Community Empowerment (**SICOE- Liberia**) is a humanitarian nongovernmental nonpolitical Organization that work with poor communities in Liberia with the sole purpose of addressing needs associated with poverty and other lasting participatory community development programs and as well addressing the huger gaps through working with communities to breach these gaps by working in groups as cooperative and other farmers association.

SICOE-Liberia with funding from **FORUMCIV/SWEDISH Embassy** have signed a grant agreement for the implementation of a “**Sustainable Climate Actions Project**” to be implemented in Bomi County in 6 Communities in Senjeh district for the period of 9 months. The project will have a thematic focus on “**Environment and Climate Change**” with forest protection mainstreamed during the implementation

The objectives of the project are as followed;

- To increase advocacy on the impact of charcoal burning on the environment
- To carry out information campaign on the danger of deforestation
- Strengthened communities to carry on low-land farming

SICOE-Liberia seeking to hire a full time **Finance Officer** for the implementation of the 9 months project in Senjeh district Bomi Conty, The **FO** played key role in the implementation of the Environment and Climate Change project.

Position title: **Finance Officer**

Reporting to: **Executive Director**

Based: **Tubmanburg, Bomi County**

The incumbent shall have the following role and responsibilities

- ❖ Responsible for the day-to-day financial support and reviews the receipts submitted by staff and ensures that cash is available for office expenses as required
- ❖ Check and review petty cash payment vouchers such as invoices, receipts, quotations purchase Orders etc. comply with SICOE-Liberia policies and FORUMciv rules and regulations
- ❖ Check and ensure that the project/award code is provided and approved from budget holder and authorizer.
- ❖ Check and recalculate the requests and advance settlements from staff the activity.
- ❖ Maintains the filing system for financial documents of the project to assist in auditing.
- ❖ Processing cheque disbursement to staffs, suppliers and others complying with all rules as captured in the grant agreement document
- ❖ Act as AP User for invoice and expense report register under the Forumciv funded project.
- ❖ Coordinate with the banks for transferring money and collecting the bank statement under Forumciv funded project.

Qualification and experience

Bachelors' degree in relevant field, (Accounting, Economics) with at least 2 years' experience in NGO financial management procedures and donor's compliance Computer literate (MS Word, Excel, PowerPoint).

Ability to speak one or more of the local languages (**Vai, Gola or Kpelleh etc**)

- Experience of community development facilitation
- Bike riding skills
- Good facilitation skills
- Good representation skills and negotiation skills.
- Ability to manage stress and be flexible in difficult and frustrating working circumstances.
- Ability to develop skills of others
- Good mobilization and interpersonal skills
- Understanding of participatory approaches in project implementation

Attention:

Program Manager,

SICOE-Liberia

Bomi Youth Center, Tubmanburg

Send your application to: sicoe.liberia@outlook.com with copy to evenmdomah@gmail.com

with position title in subject line of the email;

(No Hard copy will be accepted) Call +231777505204 during office hours for any support

All applications should be received not later than 5:00PM Monday January 11,2021

Qualify Female are equally encouraged to apply

Only Short-listed candidates will be invited to an interview, which will also include proficiency tests.