

**VACANCY**  
**ACTIONAID LIBERIA**

**Please read submission instructions carefully. Applications not in compliance with submission instructions will be disqualified. Only candidates meeting qualifications will be contacted.**

<b>Job Title:</b>	Finance Officer		
<b>Directorate/Cluster:</b>	Finance/ Operations	<b>Unit/Team:</b>	Finance
<b>Grade</b>	3	<b>Contract Type:</b>	Fixed (3 years)
<b>Core Funding (%)</b>	100%	<b>Donor (%)</b>	EU 100%
<b>Location:</b>	Grand Gedeh	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Operational Remit:</b>	Grand Gedeh County with extensive travel to other program locations and regional/international meetings		
<b>Line Manager</b>	Project Coordinator		
<b>Matrix Report (s) :</b>	Senior Finance Officer		
<b>Supervises:</b>	None		
<b>Summary of Role</b>	<p>The Finance officer position is key in ensuring the effective financial management of the LRP and EU Project. The Finance Officer is a full-time position and is in charge of recording and maintaining all financial records. The job holder is expected to exhibit great commitment in meeting deadlines both internally and externally and is expected to exhibit a high level of creativity. The Finance Officer is expected to express high degree of sensitivity in the handling of financial documents, filling and retrieval of all hard copy documents as and when needed. Coordinating with other members in the team is critical as this will mean doing frequent follow ups with concerned staff in performing tasks that require collective effort.</p> <p>This position reports to the Senior Finance Officer and works directly with the Program Management Team.</p>		
<b>Overview of Responsibilities Financial Controls</b>	<ul style="list-style-type: none"> <li>• Under the supervision of the Senior Finance Officer (SFO) develop, implement and evaluate financial management systems to maintain the financial integrity of AAL.</li> <li>• Understand, be familiar with and apply system security and safety procedures and requirements to protect the completeness, accuracy and integrity of accounting data and information.</li> <li>• Understand and implement policy stipulations in AAL’s Financial Policy and Global AA’s Financial Management Framework. Ensure that all procedures being carried out are in accordance with the Financial Policies and Procedures manual.</li> <li>• Design and present for approval forms and templates for use in processing accounting information.</li> <li>• Effect agreed period cut-off dates and process – depreciation, accruals, adjustments and prepayment allocations.</li> </ul>		
<b>Project Financial Management</b>	<ul style="list-style-type: none"> <li>• Maintain and log all project expenditures including petty cash in the field.</li> <li>• Maintain and monitor cash flow of projects to ensure adequate fund balance to run the projects including timely collection of grants from donor in accordance with terms of the contracts</li> <li>• Review, monitor and report status of project spending to SFO for appropriate action to be taken</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Liaise with the respective project leads to ensure project accounts are correctly maintained and accounting procedures and treatments are in compliance with established work plan and donor guidelines</li> <li>• Provide project accounting support to the field team and internal project management team to ensure smooth running of the project.</li> <li>• Review and advise on all field financial requests from staff and vendors; manage liquidation &amp; retirement of all advances</li> <li>• Prepare monthly bank reconciliations; handle cash; conduct cash count on a regular basis; ensure timely processing of regular payments (e.g. Income Tax and Social Security);</li> <li>• Conduct periodic field monitoring visits</li> <li>• Manage and process the expense report, including analysis, allocation, summarizing and entering data; monitor and analyze project related transactions including the accounts of partners</li> <li>• Make sure all the receipts are clear, reasonable and are in line with budget before sending report to SFO</li> </ul>
<b>Financial Reporting Budgeting</b>	<ul style="list-style-type: none"> <li>• Ensure that accurate and timely financial and management reports are prepared and issued to the Finance Manager for management review and submission Project Management Team for onward submission to Donor as stipulated in project contracts.</li> <li>• Ensure that effective systems are in place to allow adequate financial monitoring.</li> <li>• Ensure timely review of the quarterly financial reports in relation to the project reports.</li> <li>• Support in ensuring that relevant report and analysis are carried out.</li> <li>• Ensure that report includes actual versus budget analysis indicating burn rate and also include trended expense analysis</li> <li>• Support in ensuring that funds are release on timely basis after approval and necessary support documents are provided.</li> <li>• Prepare the monthly activity budget details for project and ensure strict compliance.</li> <li>• Play key role in budget analysis.</li> </ul>
<b>SUN / VISION / TM1</b>	<ul style="list-style-type: none"> <li>• Maximize the use of the SUN, Vision &amp; TM1 systems in the country programme.</li> <li>• Maintain the integrity of SUN/Vision /TM1 systems and ensure regular backups of SUN to minimize risk impact of loss of data.</li> <li>• Ensure finance staff are properly and adequately trained on SUN /Vision / TM1</li> </ul>

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	<p>and are able to maximize use of the systems especially for designing of reports using vision. Writing and use of vision.</p> <ul style="list-style-type: none"> <li>• Ensure SUN system information is up to date and reconciled at all times</li> <li>• Ensure availability of relevant user training manuals to all finance staff</li> </ul>
<b>Audit</b>	<ul style="list-style-type: none"> <li>• Work with the SFO/Finance Manager and Finance Unit to ensure that financial statements comply with AA's, donor and relevant local statutory requirements.</li> <li>• Liaise closely with both the ActionAid and external auditors to ensure that audit timetables and guidelines are adhered to.</li> <li>• Coordinate management response to internal and external audit findings, and to ensure proper follow up on agreed recommendations of both internal and external auditors.</li> <li>• Assist SFO in the implementation of the recommendations of audit.</li> </ul>
<b>Organizational Development Support</b>	<ul style="list-style-type: none"> <li>• Provide technical support to all staff in the Donor project area including Partners.</li> <li>• Support SFO/ Finance Manager in partners' appraisal, assessment and selection process.</li> <li>• Support in providing quality control checks on ensuring that valid input data are entered into the accounting systems.</li> <li>• Provide financial advice, assistance and training to the Project Management Team, Partners and community personnel as required for them to improve on their financial management skills</li> </ul>
<b>Safeguarding Assets and Interests</b>	<ul style="list-style-type: none"> <li>• Ensure that ActionAid and Donor funds and assets are being used for rightful purposes as intended by donor.</li> <li>• Monitor fixed assets acquisitions / movements</li> <li>• Manage asset register and update the inventory records.</li> <li>• Conduct physical inventory of all Action Aid and project's assets in the LRP.</li> <li>• Provide advice to project management team on statutory aspects of the programme work.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• The post holder should safe guard the organization from errors that may result in Donor withdrawal, loss of funding, heavy penalties due to noncompliance with legislation and loss of integrity, low staff productivity and moral.</li> <li>• Monitor project area and organizational performance to ensure reduced risk of loss of Action Aid funds and/or integrity.</li> </ul>
<b>Sexual Harassment, Exploitation and Abuse (SHEA) and</b>	<p>ActionAid has articulated a strong stand on gender justice and safeguarding through its child protection and anti-sexual harassment, exploitation and abuse ActionAid has articulated a strong stand on gender justice and safeguarding through its child</p>

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<b>Safeguarding</b>	<p>protection and anti-sexual harassment, exploitation and abuse policies. ActionAid is committed to taking an intersectional feminist approach to Safeguarding, recognizing how forms of abuse and oppression intersect. Safeguarding refers to the policies, processes, and work cultures that an organization puts in place to prevent and respond to harmful actions carried out by staff or those working on our behalf. The principles and approaches that underpin our approach to safeguarding are those of feminism; dignity, centrality and protection of survivors; legal rights and responsibilities; objectivity; timeliness and accountability. AAL seeks to create a work environment free from intimidation and abuse, communicating a zero tolerance of violations/breach of policy. Please report any incidences or concerns relating safeguarding including offers for employment to <a href="mailto:safeguard.liberia@actionaid.org">safeguard.liberia@actionaid.org</a>.</p>
<b>Anti-Bullying &amp; Discrimination</b>	<p>ActionAid has articulated a strong stand on gender justice and safeguarding through its human rights based approach. AAL is also committed to creating an enabling and safe work environment, championing freedom, equality, equality and justice. This includes recognition of human rights and dignity of all persons regardless of their gender identity, ethnicity, age, sex, sexual orientation, and ability. This includes zero tolerance for harassment, bullying, discrimination and acts or threats of intimidation.</p>
<b>Anti-Fraud &amp; Corruption</b>	<p>ActionAid has a zero tolerance to fraud and corruption and requires staff, partners, suppliers, consultants, volunteers, and all categories of collaborators at all times to act honestly and with integrity and to safeguard the assets for which they are responsible. This refers to bribes, kickbacks, pay-offs, or gifts from Action staff, their relatives or close associates, partners for employment, contracts, and services. Please report any incidences relating to <a href="mailto:blowwhistle.liberia@actionaid.org">blowwhistle.liberia@actionaid.org</a></p>
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelors’ degree minimum in financial accounting</li> <li>• Professional Accounting qualification (LICPA, CPA, etc)</li> <li>• 3 years minimum experience or equivalent, prior experience on European Union (EU) Funded projects preferred</li> <li>• Good English language writing skills: communicating effectively in writing as appropriate for the needs of the audience.</li> </ul>
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• Strong knowledge and experience with accounting software, particularly SUN Accounting preferred.</li> <li>• Strong knowledge of internal controls and budget/cash flow monitoring.</li> <li>• Excellent knowledge of international accounting standards.</li> <li>• Experience in financial management of development projects especially for projects funded by development partners including EU and other relevant donors.</li> <li>• Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices</li> <li>• Understanding of Women Rights issues in the Liberian context.</li> <li>• Good complex problem solving skills and critical thinking skills: using logic and reasoning to identify the strengths and weaknesses of alternative solutions,</li> </ul>

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	<p>conclusions or approaches to problems.</p> <ul style="list-style-type: none"> <li>• Good analytical and report writing skills.</li> <li>• Able to work closely with others (often from a distance) to meet tight deadlines and multiple priorities; able to work collaboratively across multiple teams and levels.</li> <li>• Knowledge of Office 365 or Microsoft Office 2007/2010 (Word, PowerPoint and Excel), email and internet, and social media.</li> </ul>		
<b>Competency profile</b>			
	<b>Learning the Organization</b>	<b>Strategic Perspective</b>	A passion for AAL's mission and causes the organization supports and a clear working knowledge of AAL programs and projects; Demonstrate alignment of the Organization's strategic priorities and goals.
		<b>Change Management</b>	Uses effective strategies to facilitate organization change initiatives and overcome resistance to change by involving others, listening and building commitment.
		<b>Decisiveness and Agility</b>	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
		<b>Feminist Leadership</b>	Commitment to practicing AA's feminist leadership principles, particularly the top ten basics to include: self-awareness, self-care, dismantling bias, inclusion, sharing power, responsible use of power, accountable collaboration, respectful feedback, courage and zero tolerance
	<b>Learning with Others</b>	<b>Leading Teams</b>	Attracts, motivates, and develops high performing teams.
		<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
		<b>Communication</b>	Expresses ideas clearly, concisely; disseminates information about Communication decisions and plans, proactively.
	<b>Learning Self</b>	<b>Leading with Purpose and Credibility</b>	Professional individual with high personal integrity including anti-SHEA, fraud and corruption; innovative, flexible approaches to work, coupled with enthusiasm and commitment to ActionAid's Vision, Mission and Values; has strong commitment to develop, promote and practice AAL's values

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	<b>Innovation and Taking Initiative</b>	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities
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**How to apply:**

All interested candidates should submit applications, including cover letter and CV in Microsoft Word or Pdf document, addressed to the Senior Finance Officer, ActionAid Liberia Country Program, via email to [vacancy.liberia@actionaid.org](mailto:vacancy.liberia@actionaid.org), copy [lawuo.harris@actionaid.org](mailto:lawuo.harris@actionaid.org) . Email subject line should read **“Finance Officer EU Grand Gedeh 01052021”**. Deadline for submission of applications is Friday, January 8, 2021. **Only shortlisted candidates will be contacted.**

**Female candidates are encouraged to apply.**