

Position: Administrative and Finance Officer

Based: EJF office in Liberia

Contract: Full-time, for the duration of the project (4 years) after a 6 month trial period

Salary range: €16000-22000 (gross) - dependent on experience

Benefits:

- Support for healthcare costs
- Annual leave of 17 days plus all 11 Liberian national public holidays, increasing by 2 days each year of service, plus 1 personal day per year
- Travel allowance to facilitate access to the office in Monrovia

Position overview

The Environmental Justice Foundation (EJF) is seeking a highly motivated and experienced Administrative and Finance Officer to implement and develop our oceans programme in Liberia.

Based in Monrovia, Liberia, you will have the responsibility for financial management and administrative support in implementing a new project to reduce illegal fishing and improve the sustainability of fisheries by expanding and strengthening community co-management associations, creating effective capacity for community monitoring and reporting of illegal fishing in Liberia.

This 4-year project is supported with funding from the EU. The role will require a range of skills and abilities and offers many opportunities for career development including, but not limited to, effective project management and managing large donor funded project finances.

Key responsibilities:

- Administrative duties
 - Assist office and project management in corresponding with stakeholders by preparing draft letters and arranging for their dispatch
 - Assist with internal correspondence such as office orders, minutes, memos etc.
 - Ensure regular maintenance of the EJF office and assets.
 - Prepare for and arrange travel and accommodation of visiting international staff and local staff on field visits.
 - Develop and oversee project's equipment register, inventories and management database to ensure a close monitoring on the use of equipment (fuel use, spare parts, equipment and vehicle tracking...).
- Financial duties
 - Be responsible for procurement and ensuring all procurement procedures are followed and in line with EJF, EU and Liberian regulations.
 - Undertake accounting and financial reporting including proper recording of all financial transactions, cash and bank reconciliations together with monthly analysis, report of expenditures versus budget and cash flow projections in collaboration with the Country coordinator and in close relation with the Finance manager in the UK.
 - Prepare and keep proper book of all accounts (both physical and electronic) and assist with periodic financial audits
 - Monitor expenditures and use of project resources to ensure activities operate within budget.
 - Provide monthly or quarterly reports to management on budgetary performance of the project.
- Human resources
 - Handle payroll accounts of all local staff on the project
 - Analyse all fiscal activities and ensure compliance with accounting and legal requirements of Liberia.
 - Manage all staff related issues in line with EJF's policies.

Essential skills and attributes:

- Education
 - University degree in business administration, accounting or relevant areas.
- Professional Experience
 - Successful professional experience in a similar position, particularly, and experience in international development project administration and finance is preferred.
 - Good knowledge of Liberian financial administration procedures and context.

Desirable skills:

- Experience of managing EU grants
- Good verbal and written communication, particularly in English
- Ethical, responsible, enthusiastic
- Strong organisational skills
- Good leadership traits and potential
- Interpersonal skills

- Computer literate, particularly with Excel.

Applications: please send your CV and cover letter explaining why you are the right person for this job to: recruitment@ejfoundation.org

Applications will be considered on an ongoing basis.

Candidates must have the legal right to work in Liberia.

EJF is an equal opportunities employer, committed to diversity within the workplace. We encourage applications from females and marginalised groups.

Below text for external websites only

Background

The Environmental Justice Foundation (EJF) works to Protect People and Planet. We believe environmental security is a human right.

EJF investigates and campaigns to protect our natural world, and with it, the communities most dependent upon it. We work at the grassroots, with environmental and human rights activists who are working to expose threats to the local environment and to build sustainable futures. Our investigations and the evidence we gather are presented to the very highest levels of decision taking, amongst policy makers in governments and private industry and to opinion formers including international media and the wider public. EJF works to end illegal fishing and the use of slavery in fisheries, protect our global climate and defend climate refugees, and eradicate the use of hazardous chemical pesticides.

Registered charity no. 1088128