

# Accountant

## Monrovia, Liberia



**The European Institute of Cooperation and Development (IECD)** is a French non-governmental organization founded in 1988 and operating in the field of social and economic development in partnership with local institutions. IECD's main sectors of action are vocational training and professional integration and support to micro and small enterprises. IECD has several programs being implemented in more than 10 countries.

More information on [www.iecd.org](http://www.iecd.org).

**In Liberia**, IECD launched project **STRIVE** in July 2020. The project focuses on three main aspects, developing the TVET curricula in partnership with the Ministry of Education and the Ministry of Youth and Sports, increasing the employability of trainees and supporting the farmers in Gbarnga and Buchanan with technical training.

As part of the launch of these activities in Liberia, IECD Liberia seeks to recruit an accountant who will participate in this development.

## MISSION

Under the supervision of the Deputy Country Director - Finance and administration, the Accountant will be responsible for key accounting activities. These activities will include processing and properly coding advances and wire transfer transactions, reconciling accounts, ensuring data accuracy and correct voucher filing. She/He will also be responsible for drafting basic financial reports and preparing cash flow requests.

### 1) Accounting:

- Books and keeps proper records of all expenses in SAGE accounting software in compliance with the cost allocation plan and makes sure parameters are up to date (third party, financial contracts; etc.)
- Ensures filing of all the accountability and supporting documents with proper references for ease of retrieval and in accordance with the organization's and donor requirements (hard and soft copies)
- Keeps track of all advances to ensure accuracy of advance balances and reconciliations
- Prepares the monthly Trial Balance which includes reviewing and ensuring the accuracy of balances
- Prepares the monthly bank reconciliation and explains the pending amounts
- Assists in the review of accounting submitted by staff and sub recipients to ensure accounting accuracy and completeness
- Supports of accountancy closure, and ensures that deadlines are respected
- Carries out monthly backups of financial information

### 2) Payment and compliance:

- Follows-up on the processing and collection of IECD's vouchers and ensures compliance with basic accounting standards
- Assists in coordination of financial matters with third parties like vendors, banks, etc.
- Receives requests for funds and expense reimbursements, transport sheets and other supporting documents, ensures compliance with regulation and required approval and prepares payments
- Make sure, in close collaboration with the HR and Administration Officer that all contributions or payments are made at the end of every month according to the rules and regulation of NASSCORP

### 3) Financial reporting:

- Undertakes accounting and financial reporting including proper recording of all financial transactions, cash and bank reconciliations, basic monthly analysis and cash flow projections in collaboration with the Deputy Country Director
- Provides input for the preparation of quarterly and annual estimates
- Prepares and facilitates internal and external audit missions
- Monitors and maintains financial dashboards
- Develops and suggests improvements to existing tools

### 4) Fund request and cash flow monitoring:

- Follows up on fund requests and ensures quick processing



- Monitors cash flow needs and transactions

## REQUIRED PROFILE

### Qualifications and skills:

- Autonomy, adaptability, discretion and organizational skills,
- Integrity and honesty
- Capacity to listen and communicate with people from all backgrounds
- Proactive and problem-solving abilities
- Good proficiency in spoken and written English
- Experience using accounting software, knowledge of SAGE software is a strong asset
- Good knowledge of Outlook and internet applications
- Advanced Microsoft Excel skills
- Knowledge of international donor's rules and procedures is an asset

**Education:** Bachelor's degree in Accounting or related field

**Experience:** 3-5 years working on a similar role with other international organizations or NGOs

## CONDITIONS

**Starting Date:** February 2021

**Location:** Sinkor, Monrovia with field visits in greater Monrovia, Buchanan and Gbarnga

**Commitment:** 2 years.

**Compensation:** Based on profile.

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The candidate is to send his/her CV, Cover letter and references to the e-mail : « [contact-liberia@iecd.org](mailto:contact-liberia@iecd.org) »

The subject of the e-mail: **Accountant**

**Deadline : January 10, 2021 at midnight.**

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