



**Job Description**  
**FINANCE OFFICER**  
**(Country Office)**

<b>Organization profile</b>	<p>Welthungerhilfe is a non-profit making, non-denominational, and politically independent organization founded in 1962.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/ Inclusive Food Systems and Nutrition, Health System Strengthening, women’s economic empowerment and WASH.</p>
<b>Duration</b>	1 year with possibility of extension based on funding
<b>Location:</b>	Based in Monrovia, with regular field visits to project sites
<b>Objective of the Position:</b>	The Finance Officer ensures efficient, transparent, and compliant financial management across projects implemented directly and through partners. The role provides oversight of budgets, reporting, audits, and cash flow to maintain accountability and donor confidence. It strengthens partner financial systems through monitoring, training, and capacity building, while safeguarding adherence to national laws and donor regulations. Ultimately, the position supports programme delivery by aligning financial planning with project activities and ensuring value for money.
<b>Responsible to:</b>	Head of Finance
<b>Responsible for:</b>	None
<b>Duties and Responsibilities:</b>	<p><b>📌 Financial and Administrative Oversight</b></p> <ul style="list-style-type: none"> <li>• Ensure all financial and administrative processes are efficient, auditable, and compliant with WHH and donor requirements.</li> <li>• Manage day-to-day project accounting, including voucher verification, classification, Funds Pro compliance, cash box balances, and monthly journal preparation.</li> <li>• Ensure accuracy and completeness of financial records and filing systems, monitoring overall financial status and transaction integrity.</li> </ul> <p><b>📌 Budgeting and Reporting</b></p> <ul style="list-style-type: none"> <li>• Prepare, monitor, and manage project budgets in collaboration with programme and partner teams.</li> <li>• Conduct monthly budget vs. actual (BVA) reviews and advise on variances.</li> <li>• Consolidate financial data from self-implemented and partner-implemented projects.</li> </ul>

- Produce monthly, quarterly, and annual financial reports for management and donors.

#### **🔍 Cash Flow and Liquidity**

- Work with the Finance Assistant to meet monthly closure KPIs (cash closed by the 1st, bank/receivables settled by the 10th).
- Prepare cash forecasts and monitor liquidity to ensure timely disbursements to partners and field offices.
- Collaborate on contract payment verification and cost control.

#### **🔍 Audit and Compliance**

- Assist with project, statutory, and annual audits, ensuring timely provision of documentation.
- Implement audit recommendations to strengthen financial controls.
- Ensure adherence to donor regulations, local laws, taxation, labour laws, and banking policies.
- Support project close-out processes, including reconciliations and compliance reviews.

#### **🔍 Partner Oversight and Capacity Building**

- Review partner financial reports, monthly files, and expenditure verification.
- Conduct field visits, desk audits, and capacity assessments of partner organizations.
- Provide technical support, training, and mentoring to partners on financial management, reporting, and compliance.
- Monitor partner compliance with sub-grant agreements and identify financial risks with mitigation strategies.

#### **🔍 Grant and Cost Management**

- Track grant expenditures against approved budgets and agreements.
- Support grant close-out processes, ensuring all costs are eligible and documented.
- Accurately allocate and clear internal and inter-project costs, including shared costs and timesheets.

#### **🔍 Strategic Support**

- Support the Head of Project with supervision, financial oversight, budget control, and liquidity planning.
- Contribute to the design and rollout of financial management systems and recommend process improvements.
- Provide financial insights to programme managers to support decision-making and resource allocation.
- Assist with grant development when advised by the Head of Finance.

<b>Education</b>	<p>Bachelor's degree in business administration (major in accounting).  Master's in accounting or related field.  CPAK/ACCA added advantage  Good knowledge of computer (MS office,) is must.</p>
<b>Professional Experience</b>	<p>Minimum of 5 years' experience in a similar position with a reputable INGO, UN agency or the private sector.  Proven experience in financial management.</p>
<b>Language Skills</b>	<p>Excellent spoken and written English.</p>
<b>Personal Skills</b>	<p>Excellent understanding of accounting.  Proven ability to use MS Office, Excel, Outlook, PowerPoint and Teams.  Proven ability to train others and maintain standards.</p>
<b>How to Apply</b>	<p>Please send application package; <u>one-page Motivation LETTER and a maximum of 2 pages CURRICULUM VITAE (CV)</u>, and contact details of 3 professional referees to:  <a href="mailto:Recruitment.Liberia@welthungerhilfe.de">Recruitment.Liberia@welthungerhilfe.de</a></p> <p>Subject Line: Application for the position of <b>2605- Finance Officer</b>  Welthungerhilfe is an equal opportunities employer, therefore <b>qualified females</b> are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office</p>
<b>Application Closing Date</b>	<p>July 7, 2026</p>