



REQUEST FOR EXPRESSION INTEREST (REOI) FOR THE RECRUITMENT OF FINANCIAL COMPTROLLER

Date: February 2, 2026

The National Fisheries and Aquaculture Authority (NaFAA) is the statutory body mandated to manage, conserve, and develop Liberia's fisheries and aquaculture resources in a sustainable manner. In pursuit of transparency, accountability, and efficient use of public and donor resources, NaFAA seeks to strengthen its financial management systems through the engagement of a qualified Financial Comptroller.

The Financial Comptroller will play a central role in ensuring sound financial control, compliance with national laws and international standards, and effective financial reporting to management, government oversight institutions, and development partners.

NaFAA is soliciting the services of a qualified individual to provide strategic and operational oversight of its financial management functions, ensuring fiscal discipline, internal control, accurate reporting, and compliance with the Public Financial Management (PFM) Act of Liberia, donor requirements, and international best practices. The selected candidate will undergo a three (3) month-probationary period with the signing of a full employment contract upon satisfactory performance.

The detailed Terms of Reference (TOR) for the position can be obtained from the address below and can be found at the following websites:

- www.nafaa.gov.lr
- www.emansion.gov.lr

NaFAA now invites eligible candidates to indicate their interest in occupying the position. Interested candidates should provide updated Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria include the following qualification:

- Master's degree in Accounting, Finance, Business Administration, or a related field.
- Professional qualification such as ACCA, CPA, CA, or equivalent is strongly preferred.
- At least 7–10 years of progressive experience in financial management, preferably in the public sector or donor-funded institutions.
- Strong knowledge of IFRS, financial laws and audit compliance.
- Demonstrated experience in budget preparation, financial reporting, audit coordination, and treasury management.
- Proficiency in accounting software and Microsoft Office Suite.
- Excellent analytical, organizational, and problem-solving skills.

- High level of integrity, professionalism, and attention to detail.
- Strong communication and leadership skills.

Further information can be obtained at the address below during office hours, i.e. 0900 to 1600 hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **Monday, March 2, 2026 @ 4:00PM GMT**.

National Fisheries and Aquaculture Authority

Attn: Siekula T. Vannie

Director, Human Resources and ManPower Development

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Terms of Reference: Financial Comptroller

1. Position Information

- **Job Title:** Financial Comptroller
- **Classification:** Executive (E1)
- **Organization:** National Fisheries and Aquaculture Authority (NaFAA)
- **Duty Station:** Monrovia, Liberia (Headquarters)
- **Reports to:** Deputy Director General for Administration / Director General
- **Functional Liaison:** Ministry of Finance and Development Planning (Comptroller & Accountant General's Department), General Auditing Commission

2. Background

The National Fisheries and Aquaculture Authority (NaFAA) is the statutory body mandated to manage, conserve, and develop Liberia's fisheries and aquaculture resources in a sustainable manner. In pursuit of transparency, accountability, and efficient use of public and donor resources, NaFAA seeks to strengthen its financial management systems through the engagement of a qualified Financial Comptroller.

The Financial Comptroller will play a central role in ensuring sound financial control, compliance with national laws and international standards, and effective financial reporting to management, government oversight institutions, and development partners.

3. Purpose of the Position

The purpose of the Financial Comptroller position is to provide strategic and operational oversight of NaFAA's financial management functions, ensuring fiscal discipline, internal control, accurate reporting, and compliance with the Public Financial Management (PFM) Act of Liberia, donor requirements, and international best practices.

4. Scope of Work and Key Responsibilities

The Financial Comptroller shall be responsible for the following duties:

4.1. Financial Management and Control

- Oversee all accounting, budgeting, treasury, and financial reporting functions of NaFAA.
- Ensure proper control over revenues, expenditures, assets, and liabilities.
- Establish and enforce internal financial controls and procedures to prevent fraud, waste, and mismanagement.
- Review and authorize financial transactions in accordance with approved budgets and policies.

4.2. Budgeting and Planning

- Lead the preparation of annual and medium-term budgets in alignment with NaFAA's strategic plans and government budget cycles.
- Monitor budget execution and provide variance analysis and corrective recommendations.

- Support departments and projects in budget formulation and cost control.

4.3. Accounting and Financial Reporting

- Prepare quarterly and annual **Financial Statements** in compliance with International Financial Reporting Standards (IFRS) and PFM regulations.
- Ensure that all monthly withholdings (taxes, social security/NASSCORP) are accurately calculated and remitted on time.
- Ensure accurate and timely recording of all financial transactions.
- Coordinate preparation of statutory financial statements for submission to relevant authorities.

4.4. Donor and Project Financial Management

- Oversee financial management of donor-funded and special projects, ensuring compliance with donor agreements and reporting requirements.
- Prepare and submit financial reports to development partners in a timely manner.
- Support audits and financial reviews conducted by donors and partners.

4.5. Audit and Compliance

- Coordinate internal and external audits, including those conducted by the General Auditing Commission (GAC) and independent auditors.
- Ensure timely implementation of audit recommendations and corrective action plans.
- Maintain compliance with Liberian financial regulations, procurement rules, and donor guidelines.

4.6. Cash and Treasury Management

- Manage cash flow planning and forecasting to ensure liquidity for operations.
- Oversee bank accounts, reconciliations, and cash management procedures.
- Ensure proper management of payroll and statutory deductions.

4.7. Asset and Inventory Management

- Maintain an updated **Fixed Assets Register** and ensure periodic physical verification of NaFAA's assets.
- Ensure effective inventory control systems are in place.

4.8. Advisory and Strategic Support

- Advise senior management on financial risks, sustainability, and resource mobilization strategies.
- Support financial aspects of policy development, contracts, and major investment decisions.
- Contribute to institutional reforms and strengthening of financial management systems.

4.9. Supervision and Capacity Building

- Supervise finance and accounts staff and ensure clear segregation of duties.
- Build capacity of finance staff through coaching, training, and performance management.

5. Deliverables

The Financial Comptroller shall be expected to deliver:

- Annual and periodic financial statements and management reports.
- Approved annual budgets and budget performance reports.
- Timely donor financial reports.
- Audit responses and implementation status reports.
- New and Updated financial policies, manuals, and internal control procedures.

6. Required Qualifications and Experience

6.1. Education

- Master's degree in Accounting, Finance, Business Administration or a related field.

6.2. Professional Certification

- Professional qualification such as ACCA, CPA, CA, or equivalent is strongly preferred.

6.3. Experience

- At least 7–10 years of progressive experience in financial management, preferably in the public sector or donor-funded institutions.
- Proven experience in budgeting, financial reporting, and audit coordination.
- Experience working with government institutions and development partners.

6.4. Skills and Competencies

- Deep knowledge of the PFM Act of 2019, IFRS, and working knowledge of the PPCA.
- Excellent analytical, organizational, and problem-solving skills.
- High level of integrity, professionalism, and attention to detail.
- Proficiency in accounting software and Microsoft Office applications.
- Strong communication and leadership skills.

7. Confidentiality and Ethics

The Financial Comptroller shall maintain strict confidentiality of financial information and adhere to the highest ethical standards in the discharge of duties.

Approved by: National Fisheries and Aquaculture Authority (NaFAA)

