



MINISTRY OF FINANCE AND DEVELOPMENT PLANNING



VACANCY ANNOUNCEMENT

CODE: DOFA/TFP/08/06/25/MFDP

INTERNAL/EXTERNAL RECRUITMENT

POSITION TITLE	Technical Focal Point – Comptroller & Accountant General, R.L.
REPORT TO	Comptroller & Accountant General, R.L.
ASSIGN UNIT/DEPARTMENT	Department of Comptroller & Accountant General, R.L.
DEPARTMENT/FUNCTIONAL RELATIONS	FM/DOA/DFA/ DEM /DBDP/CAG
EXTERNAL RELATIONSHIPS	Public, Ministries, Agencies, and Commissions, Development Partners, Judiciary, Legislature, etc.
APPLICATION START DATE	August 6, 2025
APPLICATION CLOSING DATE	August 18, 2025
OFFICIAL START DATE	September 1, 2025

The Comptroller and Accountant General Department is responsible for the effective management of public funds, ensuring the proper collection, custody, and disbursement of government revenues in compliance with the Public Financial Management (PFM) Act and other relevant financial laws. The department plays a critical role in maintaining financial discipline by ensuring that all government expenditures adhere to approved budgetary allocations and financial regulations. It oversees key functions, including government accounting, payroll management, pension disbursement, fiscal reporting, and internal financial controls.

Through the Ministry of Finance and Development Planning (MFDP), the department develops and administers financial policies, strengthens compliance with International Accounting Standards (IPSAS), and ensures timely and accurate public financial reporting. Additionally, it coordinates with government agencies, development partners, and oversight institutions to enhance transparency and efficiency in the management of public resources.

Given its mandate, the department collaborates with various government ministries, agencies, and development partners to enhance financial accountability, improve expenditure control, and strengthen cash and debt management practices across government institutions. Additionally, the department serves as the primary liaison with the Central Bank of Liberia on macroeconomic policies and is responsible for financial sector oversight, including policies on banking, insurance, and capital markets.

The Technical Focal Point (TFP) will strengthen public financial management systems and improve the accuracy, reliability, and timeliness of financial reporting in compliance with IPSAS and national audit standards. The TFP will provide technical and strategic support to enhance the management and implementation of public financial management systems, policies, and practices, and at the same support the strengthening of efficiency, transparency, and accountability in financial reporting, budgeting, and fiscal management across government institutions.

GENERAL MANAGEMENT FUNCTIONS:

Strengthening Operational Efficiency & Financial Management

- Act as the Focal Point between the Comptroller & Accountant General's Office and the Department to ensure smooth coordination and follow-ups.
- Support the implementation of standardized financial management processes to enhance efficiency in public financial reporting.
- Identify and address bottlenecks in financial operations, ensuring compliance with government policies and international financial standards.

Enhancing Cash Management & Expenditure Control

- Assist in the development and implementation of cash management strategies to ensure timely availability and disbursement of funds.
- Track government expenditure trends and provide technical support to ensure spending aligns with approved budget allocations.
- Strengthen expenditure control mechanisms by monitoring commitment and payment processes to prevent unauthorized spending.

Ensuring Effective Accounting & Financial Reporting

- Support the department in maintaining accurate and transparent financial records in compliance with the Public Financial Management (PFM) Act and IPSAS standards.
- Track financial reporting timelines and ensure the timely preparation of consolidated financial statements.
- Strengthen internal controls to enhance accountability and minimize financial risks.
- Track the implementation of donor-funded financial management projects to ensure alignment with government priorities.
- Ensure donor funds are utilized efficiently, and financial reporting requirements are met in a timely manner.
- Facilitate coordination with development partners to improve accountability in the use of external financial assistance.

Ensuring Comprehensive Reporting & Stakeholder Communication

- Prepare periodic reports on financial management performance, cash flow trends, and expenditure control measures.
- Facilitate communication between the Comptroller & Accountant General Department, other government agencies, and development partners to enhance financial transparency.
- Ensure that all reporting obligations, including financial statements and fiscal performance updates, are met in a timely and transparent manner.

EXPECTED DELIVERABLES:

- Annual and quarterly consolidated financial statements in line with IPSAS.
- Audit readiness checklists and compliance reports.
- Standardized templates for budget execution and financial monitoring.
- Capacity development reports and training rosters for PFM staff.

REQUIRED QUALIFICATIONS:

- Advanced degree in Finance, Business Administration, Accounting, Management, or related field.
- Knowledge on best practices in CPA, CIMA, ACCA, CFE.
- At least 5-7 years of professional experience in public sector accounting and audit preparation.
- Advanced knowledge of IPSAS, IFMIS, and international public financial reporting frameworks.
- Demonstrated experience in preparing, reviewing, and implementing financial policies and regulations in line with international best practices in public financial management.
- Proven ability to support the preparation, consolidation, and analysis of government financial statements, reports, and budgets to ensure accuracy and compliance.
- Strong track record in ensuring timely, consistent, and transparent financial reporting across government entities.
- Experience in compiling and analyzing financial data to ensure compliance with national and international accounting standards and regulatory requirements.
- Expertise in resolving financial reporting discrepancies, identifying anomalies, and improving accounting practices within government financial systems.
- Hands-on experience in establishing and strengthening internal control systems to safeguard public funds and maintain financial data integrity.
- Ability to collaborate effectively with internal and external auditors to ensure compliance with financial regulations and audit requirements.
- Proven experience in addressing audit recommendations, implementing corrective actions, and enhancing financial management practices.

- Strong knowledge of public finance management laws, fiscal policies, and international accounting standards such as IPSAS.
- Practical experience in managing government accounting systems, fiscal reporting, and expenditure control processes.
- Excellent communication skills, including report writing, presentations, and verbal communication.
- Strong multitasking abilities with a proactive and self-motivated approach to work.

APPLICATION REQUIREMENT:

- Cover Letter expressing intent
- Resume/CV
- Address your application to: the **Human Resource Unit, 3rd Floor, Ministry of Finance and Development Planning, Broad & Mechlin Streets, Monrovia, Liberia**, or via hrrservices@mfdp.gov.lr or deliver hardcopy to the same address.

NOTE: Due to the high volume of applications we normally received, ONLY shortlisted candidates will be contacted due to the high volume of applicants.