

Staff Contracts

<b>Position:</b>	<b>Project Accountant – Malaria Grant</b>
<b>Supervisor – Line of reporting:</b>	<b>Senior Accountant</b>
	<p><b>TOR</b></p> <p><b>Position Objective</b></p> <p><i>Position Objective</i></p> <ul style="list-style-type: none"> <li>• To ensure accountability and financial control, maintenance of accurate financial records, financial reports are submitted on-time, accounts with vendors and funded programs are kept in good standing,</li> </ul> <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To established and maintain a set of internal controls for the Finance unit</li> <li>• To ensure that proper financial records are maintained for each project financial Books / account. To ensure that resources are available for implementation of program activities.</li> <li>• To assist in preparing program budgeting activities and the collecting of budgetary requests from program units</li> <li>• To established and maintain a system of monitoring budgets and expenditures.</li> <li>• To ensure that all payments are realistic and in line with budgetary allotments.</li> <li>• To provide the Program Manager and his Deputies with weekly updates of financial activities and monthly financial statements</li> <li>• To ensure the payment of Program staff, vendors and funded programs in a timely and accurate manner</li> <li>• To submit monthly, quarterly and annual financial reports to OFM/MOHSW and all requisite funding agencies in a timely manner</li> <li>• To provide one of the three approvals necessary for expenses to be incurred and accounts to be paid.</li> <li>• Ensure that monthly bank reconciliation statements are prepared.</li> <li>• To provide all program staff with evaluative feedback on performance as relates to budget and activities implementation.</li> <li>• To manage day-to-day financial transactions and make recommendations on issues that have financial implication.</li> <li>• To orientate program staff on financial accountability</li> </ul>

<b>Qualification Requirements:</b>	Post-graduate degree in finance and accounting or related discipline. Professional qualification public financial management highly desirable (CPA or equivalent)
<b>Experience Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 10 years experience in senior level financial management positions within the public sector.</li> <li>▪ Minimum of 10 years experience working in donor-funded financial management environments.</li> <li>▪ Previous experience with financial management for Global Fund grants (minimum 5 years preferred).</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Expert knowledge of integrated financial management platforms (NetSuite highly desirable).</li> <li>▪ Expert knowledge of financial laws, regulations, policies and practices for the Government of Liberia.</li> <li>▪ Previous experience in a supervisory role.</li> </ul>
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	<b>Educational qualifications:</b>
	Bachelor Degree or Post-graduate qualification Accounting Advance training in public financial management
	<b>Work experience:</b>
	<ul style="list-style-type: none"> <li>▪ At least 7 years' experience in a senior leadership role in finance and administration</li> <li>▪ Expert knowledge of financial management laws, regulations, policies and procedures for the public sector in Liberia</li> <li>▪ At least 5 years' experience with financial management of donor programs, Global Fund highly preferred.</li> <li>▪ Expert knowledge of integrated financial systems (NetSuite preferred)</li> <li>▪ Previous experience with human resources administration, preferably within the public sector for Liberia</li> <li>▪ Previous experience designing and maintaining systems for asset security and management</li> <li>▪ Previous experience in performance evaluation</li> </ul>
	<b>Competencies:</b>
	<ul style="list-style-type: none"> <li>▪ Must possess appreciable communications skills – both oral and written.</li> <li>▪ Computer literate with proficiency in MS Word, MS Excel and MS PowerPoint and ability to use web-based management systems.</li> <li>▪ Ability to prepare financial reports.</li> <li>▪ Ability to prepare forecasts, budgets, project plans.</li> <li>▪ Ability to forecast and to perform project planning, budgeting and performance evaluation.</li> <li>▪ Demonstrated leadership and management skills, and ability to coordinate multiple stakeholders.</li> <li>▪ Attention to detail and excellent record keeping abilities.</li> </ul>