

# **VACANCY ANNOUNCEMENT**

**Position:** Finance Officer  
**Person(s):** 1  
**Start Date:** January 7, 2019  
**Deadline:** Friday, December 14, 2018 @ 4pm

## **Background**

The Liberia Peacebuilding Office (PBO), based in the Ministry of Internal Affairs (MIA), was established in January 2009 with a primary function of supporting the government of Liberia in the development and implementation of the government peace and reconciliation programmes. It serves as the fulcrum of all government of Liberia reconciliation effort as relates to policy and strategy; strategic advice and support to peace and reconciliation programming for national initiative. The PBO plays a central support role in coordination and collaboration while all key actors including the government institutions partner private sector and civil society. The PBO also supports the government in addressing various conflict issues that cut across the country, by engaging closely with local peace structures and supporting the Ministry of Internal Affairs in mediation efforts between and amongst conflicting parties including in concession areas.

## **Duties and Responsibilities:**

Under the overall oversight of the National Director and the day to day supervision of the Senior Peace building officer, the officer will be responsible for performing both administrative and accounting functions:

Administrative: the Finance Office will represent the Liberia Peacebuilding Office at the all financial levels;

- Inform the executive director on delays in liquidation of advances for actions;
- Provide monthly draft report to the executive director senior peace building and reconciliation program manager for comments and actions;
- Provide weekly briefing on the financial status of the Liberia peacebuilding secretariat brief administration as per request on the funding of the PBO and prepare and submit financial monthly report of the PBO the executive director
- Supervise petty cash custodian do daily and weekly cash along with the petty cash custodian; sign petty cash count sheet and file; and review petty cash request for possible payment.

## **Accounting:**

The finance officer shall carry out financial planning and strategy:

- Undertake risk analyses of prefect recipients' financial report process and seek approval as appropriate to Line Manager;
- Process and seek approve of dully signed contracts between PBO and other partners; prepare and execute payment for staff advances for field trips;

- Prepare and execute monthly staff payroll taking into consideration the Government of revenue and tax laws;
- Perform the daily accounting services and prepare donor monthly, quarterly and annual financial reports and prepare and execute payments for approved salary advance for staff.
- Maintain a database of active staff financial records in all forms (Salary advance, field trip advance, and loans) in MS access or MS excel;
- Ensure liquidation of all advances given to any staff from the field and match it against advance form of staff in question;
- Analyze financial information; do statistical analysis in line with work plan,
- Take note of improvement of project recipients' IP financial reports ; identify weaknesses in internal control procedures and assess the adequacy of accounting , financial and operating controls, prepare monthly bank reconciliations statement of all the Liberia Peacebuilding Office funds; Liberia peacebuilding office funds ;
- Ensures that adequate financial controls are in place to maintain propriety and proper accountability of expenditures highlight material errors in the accounts and assessing compliance with established financial procedures, laws and taxes and safeguard the Liberia Peacebuilding fund Office financial resources and assets against misuse or misappropriation.
- The Finance Office will also be responsible to provide financial decision – making information by gathering and analyzing financial information ; developing projections and alternatives; prepare annual statement of financial position, income and expenditure statement for use by the PBO; developing and estimating trends; preparing assumptions ; examining management plans; and help determine best possible position by forecasting expenses in line with donor requirements and approval; close the monthly journal to the individuals and close the ledger to income summary and perform other evolving task assigned by line manager. The Finance Officer will report to the Executive Director.

### **Key Qualifications, Skills and Experience**

- Advanced degree in Accounting, Business Administration
- At least five years of relevant experience in financial management, accounting
- Strong Programme management experience
- Knowledge of and capacity to work on office applications
- Excellent writing skills and first – rate command of the English language
- Knowledge of local & donor procurement laws and procedures

**Kindly deliver cover letter, CV and supporting document in a seal envelop and address to:**

**The Executive Director  
Liberia Peacebuilding Office  
Ministry of Internal Affairs  
Capitol Hill, Monrovia  
Republic of Liberia**