



**Forest Incomes for  
Environmental Sustainability  
FIFES**



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**INTERNAL/EXTERNAL VACANCY**

**Title:** FINANCE ASSISTANT  
**Project Name:** Forest Incomes for Environmental Sustainability (FIFES)  
**Project Location:** Monrovia  
**Department:** FINANCE  
**Supervisor:** Finance Manager

**Background**

The US Agency for International Development (USAID) has played a leadership role in promoting community forest management and promoting alternative livelihood activities that support the reduction of threats to biodiversity of community forests in Liberia. USAID supports community forestry activities as a means to assist the Government of Liberia to protect the country's extensive natural resource endowment for the betterment of its people; to protect the interests of poorer Liberians from elite capture; to increase investment of poorer Liberians in their land and thereby augment their income through the sustainable use of their natural resources; and to reduce overall poverty and the likelihood that the country will return to civil war. To build on previous investments in the forestry and agricultural sectors, particularly the Land Rights and Community Forestry Program (USAID LRCFP 2007-2011), the Liberia Forestry Support Program (USFS LFSP 2011-2012), and USAID PROSPER (2012-2017), USAID Liberia has contracted ACDI/VOCA to implement a new, five-year program (2015-2020) entitled Forest Incomes For Environmental Sustainability (FIFES). ACDI/VOCA has formed a consortium with Pact to implement FIFES. The project will engage Pact's signature WORTH model to strengthen community development and promote the inclusion of women. FIFES is partnering with the Smithsonian Tropical Research Institute's CTFS-ForestGEO to setup a system and method for forest monitoring, and capacity building of the local scientific community.

The overall goal of FIFES is to develop key rural forest-based enterprises that provide inclusive, sustainable economic opportunities for rural farmers and forest-dependent communities in a way that also combats deforestation, forest degradation, biodiversity loss, and reduces the threats to biodiversity. There is also an in-depth integration of gender equity and youth opportunities.

**ACDI/VOCA is in search of one (1) qualified person to occupy the vacant position.**

The FIFES activity has 3 components:

**Component 1.** This FIFES component will take a market systems approach to strengthen selected forest value chains and entrepreneurs. FIFES will assess and select the forest products and sustainable tree crops based on the profitability and positive impact to biodiversity conservation. The assessment and resulting value chain capacity building will follow an inclusive community and market-driven approach that strengthens the enabling environment for forest-based businesses.

**Component 2.** FIFES component 2 supports forest enterprises with an approach that puts local understanding and community ownership at the forefront of the forest management system. The inclusive model counters the historic patterns of conflict, exclusion, and inequitable growth with

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a forest management system that reflects the goals and fabric of each community. The approach melds inclusive, multi-stakeholder engagement and scientifically rigorous bio-diversity monitoring.

**Component 3.** FIFES will enhance the knowledge and skills needed for forest enterprises, sustainable biodiversity, and landscape management through activities in Component 3. The information and communications-focused activities will center on biodiversity awareness, proven methodologies for curriculum development, inclusion across sectors, value chain actors, and communities.

### **Tasks and Responsibilities**

Processes financial documents. Assists in maintaining financial records and reporting. Helps to strengthen financial controls and systems to ensure greater operational efficiency and effectiveness. Assists in day-to-day administrative issues responding to any related requests from all ACDI/VOCA departments.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Processes financial documents.
  - a. Examines all invoices for payment including vertical and horizontal checks before submitting to the Chief Accountant for payment
  - b. Reviews all field office monthly expense reports and ensure that evidence of expenditure meet ACDI/VOCA standards and prepare expense summary reports
  - c. Assists in the filing of monthly time sheets for employees
  - d. Ensures all cash/check financial payments are properly discharged. Records all processed checks in the check register and ensures that vendors are paid in a timely manner.
  - e. Reviews advance receipts and other supporting documents to ensure that they are valid for reimbursement. Verifies that the staff have no outstanding advances.
  - f. Maintains and prepares receipts of items purchased
  - g. Codes financial transactions and enters into the accounting system.
  - h. Prepares journal vouchers for approval and authorization for inputting into the accounting system
  - i. Manages the office petty cash fund. Enters all cash transactions in cash book on a daily basis. Performs cash counts on a daily basis and reports the end day balance to manager.
  - j. Maintains assets and asset inventories
2. Assists in maintaining financial records and reporting.
  - a. Scans all financial documents and ensures proper backups.
  - b. Maintains a filing system for all financial documents for easy reference at any given point in time
  - c. Maintains an advance tracker for staff.
  - d. Ensures that vendors collect and acknowledge check payments.

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- e. Distributes pay slips.
  - f. Ensures that all taxes are paid in a timely manner to avoid penalty.
3. Complies with ACDI/VOCA Financial and Administrative policies regarding financial activities.
    - a. Helps to maintain an effective internal control system to ensure the prevention and detection of fraud and errors.
    - b. Provides assistance and coordination during periodic financial audits.
    - c. Assists in obtaining quotations, purchasing and other activities as and when needed.
  4. Performs other duties and undertakes other projects as may be assigned from time to time.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrated strong knowledge of standard accounting practices and basic financial management.
- Good knowledge of applicable related rules and regulations as set out by the country and donor.
- Working knowledge of an accounting package such as Quickbooks.
- Good analytical skills, including ability to gather and analyze information and develop appropriate recommendations for action.
- Ability to communicate and coordinate with others on varied and occasionally complex issues.
- Good writing skills in order to effectively develop, compile, and present information.
- Proven ability to effectively use databases, spreadsheet, word processing, and position-specific software.
- Ability to exercise appropriate judgment and tact while protecting confidential information.
- Demonstrated ability to make decisions based on established policies and procedures, clear objectives, and business/professional standards.
- Excellent interpersonal skills as necessary to work effectively with persons on all levels both inside and outside the company.
- Demonstrated ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures.
- Accuracy, attention to detail.
- Ability to speak and write fluently in English.

**EDUCATION and/or EXPERIENCE REQUIREMENTS:**

- Bachelor's degree or equivalent in Accounting/Finance.
- Minimum of two years of related experience, preferably with USAID funded or other US Government funded programs.
- Equivalent combination of education and experience.



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Deadline for submission of application: 18<sup>th</sup> January 2018 at 4:00 P. M.

**Applicants within Monrovia and its environs may apply in the following manner:** Application should be submitted in hard copy addressed to the HR Manager, ACDI/VOCA-FIFES Program, 16<sup>th</sup> Street, Sinkor, Coleman Avenue, Monrovia, Liberia. Please indicate on the back of the envelope: “**Finance Assistant**”. **Applicants outside of Monrovia & within Monrovia may use the following email address to send in their applications: [fifeshrdistro@acdivoca-fifes.org](mailto:fifeshrdistro@acdivoca-fifes.org).** These applications should include the position title: “**Finance Assistant**” in the subject line. **ACDI/VOCA is an equal opportunity employer; therefore, FEMALE CANDIDATES ARE ENCOURAGED TO APPLY. APPLICANTS SHOULD SUBMIT SALARIES HISTORIES (PAST/CURRENT) WITHIN THEIR CVs. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**