

## VACANCY ANNOUNCEMENT

**Job Title:** Administrative and Finance Officer  
**Reports To:** LNBA Executive Director  
**Duty Station:** Monrovia  
**Deadline:** January 23, 2017

### **BACKGROUND:**

The Liberian National Bar Association (LNBA) was established by an Act of the Legislature as a not-for-profit organization with a mandate to promote access to justice and strengthen the justice system in the Republic of Liberia through appropriate programs and activities.

The LNBA is seeking application from qualified Liberians to fill the vacancy of Administrative and Finance Officer for the Secretariat.

### **POSITION RESPONSIBILITIES & EXPECTATIONS:**

Under the day-to-day supervision of the Executive Director (ED) of the LNBA, the Administrative and Finance Officer (AFO) will have internal and external –facing responsibilities in contributing to the overall goal of the LNBA. The AFO will work closely with the Legal Aid Program, LNBA members, Staff, and attending lawyers to ensure that the goals and objectives of the LNBA are achieved.

### **DUTIES AND RESPONSIBILITIES:**

- Assist in implementing LNBA annual and strategic work plans, including resource mobilization efforts.
- Assist in implementing administrative and financial policies and procedures, as well as in coordination and preparation of the LNBA annual budget.
- Follow-up/thru with staff members of LNBA Secretariat to execute assigned duties, and manage their performance towards planned goal/s.
- Review all records regarding lawyers’ current and past “good standing” status, as well as suspension from the practice of law by LNBA before issuing new “Good Standing Certificates.”
- Develop decisions emanating from staff regular meeting into action plan for approval of the Executive Director and follow-thru the implementation of same.
- Assist in implementing LNBA Quarterly Assemblies & Conventions as may be delegated by the Executive Director of the LNBA.
- Review and process staff contracts with the Ministry of Labour and achieve the timely delivery of all legal organization procedures such tax as payment, annual accreditation, and related matters.
- Reconcile relevant liabilities accounts and write-up cash and bank vouchers.
- Counter-check the data containing purchase order prepared by the administrative assistant or a designated staff, and submit for review and authorization for submission by the Executive Director.
- Issue receipts, cheques for all accounts due, reconcile the fund accounts receivable, compile source documents, and prepare journal summaries.
- Under the guidance of the Executive Director, issue, code and authorize purchase orders and order office supplies.
- Establish and maintain cash controls and reconcile the general ledger.

- Establish and maintain supplier/vendor accounts, process supplier/vendor invoices, and properly record and input all transactions into the computerized accounting system.
- Prepare donor(s) and management financial report – monthly, quarterly & annually.
- Assist, if required, with the donor(s) and management’s annual auditing process.
- Maintain the liabilities accounts (vendors, employees, GOL, etc.) and fund accounts receivable systems in order to ensure complete and accurate records of all moneys.
- Develop appropriate file management system for the storage and maintenance of administrative and financial records.
- Develop and maintain an Information Management Systems of LNBA partners, visitors, workshops, assemblies, conventions, and all other back-office and front-service functions.
- Assist in the conduct of prospects research (potential funders/partners) and inform the Executive Director regarding any identified opportunities.
- Perform other duties as may be required.

**Major Deliverables-** Key among deliverables to be achieved by the incumbent are as follow:

- Monthly calendar of activities
- Draft monthly narrative and financial reports
- Processed supporting documents of all financial transactions
- Complete copies of financial, administrative, systems such as utilized file management system, general ledger/accounting system, etc.
- Processed and approved (Ministry of Labour) staff contracts

## **PROFESSIONAL QUALIFICATION AND COMPETENCE**

### **Education**

The Administrative/Finance Officer must have an undergraduate university degree in management, accountancy or related studies. Advanced degree and or related certificates is a plus.

### **Experience**

The incumbent must have at least three years’ experience working as an administrator or an accountant in a highly competing professional environment.

### **Skills and Special Qualities**

Key desired skills and qualities the Administrative/Finance must have: a) pays attention to details and is meticulous; b) has effective social/interpersonal skills; c) skilled at coordinating and supervising; d) has strong oral and written communications, especially reporting writing and oral presentation; and e) has effective planning, organization, and implementation capabilities.

## **Application Process**

Interested candidates should send a cover letter and curriculum vitae (CV) with job title in the subject line of the email – Administrative and Finance Officer to: [liberiannationalbar@gmail.com](mailto:liberiannationalbar@gmail.com) no later than January 23, 2017.

All applications will be reviewed and evaluated by the LNBA and partner and only applicants selected for personal interview will be contacted by the LNBA Secretariat. No phone calls or inquiries about the position will be accepted.

LNBA is an equal opportunity employer; female candidates are highly encouraged to apply.