

## **Terms of Reference Admin/Finance Manager**

**Position:** Admin/Finance Manager

**Location:** Monrovia

**LoE:** Initially 24 months (with the possibility to extend)

**Start Date:** ASAP

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Solidaridad West Africa is recruiting an Administrative and Finance Manager for the European Union funded Liberia Cocoa Sector Improvement Programme (LICSIP) to lead the efficient running and effective control of its financial and human resources, and of the logistical, IT and administrative systems, in order to contribute to the delivery of the project's overall objective.

### **Project Background**

The Liberia Cocoa Sector Improvement Programme has the following five objectives:

- Improved farm-level sustainable production and productivity;
- Improved cocoa sector regulatory and institutional framework;
- Enhanced capacity of sector governance structures;
- Improved vertical market integration, access and visibility of Liberian cocoa;
- New employment for youth and women along the cocoa value chain.

Solidaridad will work with relevant stakeholders and partners across all five objectives.

### **Position Background**

The Admin/Finance Manager is responsible for the efficient running and effective control of LICSIP financial and human resources, and of the logistical, IT and administrative systems, in order to contribute to the delivery of the project's overall objective.

### **Main Tasks**

The main tasks of the Administrative and Finance Manager will be:

### **Finance & Accounting Duties**

- Implement financial procedures and systems to ensure a fully functional and transparent financial management and control system for LICSIP and the various projects and cost centers that SWA manages in Liberia
- Support in preparing accurate and timely financial statements for specific projects according to agreed reporting format.
- Ensure that all procurement rules are met to ensure value for money of all procurements
- Manage SWA payroll and to ensure that all obligations for tax and social security payments and obligations related to the payroll are properly discharged according to laws of the Republic of Liberia.

- Work with external auditors to ensure they are able to prepare regular audits as required by the European Union
- Maintain proper books of accounts by ensuring daily posting of transactions into the Financial Force accounting system.
- Ensure donor reporting obligations relating to financial reporting requirements are met in a timely and consistent manner.
- Ensure SWA complies with all statutory and regulatory requirements including taxation policies of Liberia
- Monitor income and expenditures and to undertake monthly bank reconciliations
- Provide advice and guidance on financial matters relating to all projects to the Country Representative.
- Review the classification of all vouchers and receipts according to completeness and to cost centres/cost category/legal as sent by the projects and corrects them if required
- Maintain the assets register for the organization for all projects
- Participate in training programmes and events organized by SWA regional office as part of capacity building

### **Administration Duties**

- Ensure that all vehicles, office content and the organization's fixed assets are insured and are properly safeguarded.
- Responsible for the organization's IT resources, maintaining and reviewing the most appropriate and efficient systems.
- Ensure that appropriate SWA policies with regards to procurement and tendering processes to secure the best deals from service provider
- Ensure the overall smooth running of the organization's internal administration and its cost-effectiveness.
- Manage personnel procedures in relation to recruitment, training, leave and appraisals, ensuring these are properly documented, and advise on relevant policies.
- Efficiently manage all external contracts, and to ensure that all the organization's expenditures are correctly authorized and accounted for.
- Provide operational assistance and oversee logistical support for major events, meetings and conference
- Any other official duties assigned by the Line Manager.

### **Knowledge, Skills and Abilities/Attributes (Competencies)**

#### **Knowledge & Skills**

- Strong organizational skills.
- Office management
- Good working knowledge of modern telecommunication systems (telephone, fax, e-mail, internet and its software
- Cloud based accounting software
- Proficiency in Ms Office Applications
- Interpersonal skills
- Analytical skill

### **Attributes**

- Attention to detail
- Astute with figures
- Proactive
- Integrity
- Innovative
- Problem solving and decision making
- High degree of accuracy
- Able cope with pressure and provides timely information to avoid delays

### **Education and experience**

- A degree in Business Administration (Accounting Option)
- MBA or Professional Accounting Qualification will be an added advantage
- Minimum 5 years of proven experience in working on accounting software, financial force application
- Working experience in other reputable organizations (international organizations, consultancies, bilateral agencies etc).

### **Reporting**

- The Admin/Finance Manager will report to the Country Representative

Interested candidates can send a one-page motivation letter (addressed to the Administrative Manager, Solidaridad West Africa) and a resume in English to [vacancies.li@solidaridadnetwork.org](mailto:vacancies.li@solidaridadnetwork.org) and state "Application: **Admin/Finance Manager**" in the subject header. **The closing date for applications is Monday, January 15, 2018.** For more information about Solidaridad please visit our website: [www.solidaridadnetwork.org](http://www.solidaridadnetwork.org).

Only candidates who are under consideration will be contacted for an interview.