



OXFAM

Vacancy Advertisement

Finance Coordinator- Operations

Annual Salary and Benefits	Competitive package
Internal Job Grade	National D1
Contract type	Open ended
Reporting to	Country Finance Manager
Staff reporting to this post	None
Locations	Monrovia / Zwedru Office

Oxfam Purpose

To work with others to find lasting solutions to poverty and suffering.

Country Purpose:

In 2020, Liberian women and men have an equal, sustained, representative and equitable dialogue with each other and the State on strategies to redress inequalities, which will as a means reduce poverty.

Oxfam in Liberia believes in and work towards a gender-focused active citizenship movement as the basis for the development of a Liberia that is just, equitable, inclusive and has the basis for development and growth.

To that end, Oxfam in Liberia believes that it is crucial that civil society has a voice that is built on gender justice. We believe that a strong and empowered social movement that is representative of the voices of women as much as that of men, of male and female youths as much as that of their elders, that recognizes the diversity of the population and their needs will contribute to a **Liberia with an improved quality of life characterized by active citizenship, equitable and**

sustainable development in a just and inclusive society, Oxfam' vision for Liberia. In conjunction with this, and in alliance with civil society, we will continue supporting the government in the development of systems that contribute to the vision.

Team Purpose

To provide support to Oxfam Liberia Programme in financial management by ensuring the organization and donor policies and procedures are complied with, produce timely & accurate financial reports and maintain financial data.

Job Purpose

To provide timely and accurate financial information for the programme on donor-funded projects and to produce reports in accordance with the law and Oxfam's financial standards and donor requirements.

Key Responsibilities and Accountabilities

- Assist the Country Finance Manager for timely monthly financial closing
- Prepare balance sheet reconciliations on monthly basis and follow up on outstanding issues
- Prepare quarterly End of Contract (EOC) provisions.
- To check the adjustment journal vouchers (Depreciation, EOC, Reconciliation, etc.) and upload them
- Preparation of purchase invoices on HELIOS (logistics' software)
- To ensure that field offices receive appropriate levels of cash via dedicated bank accounts or remittance agencies and that good working relationships with relevant financial institutions.
- To submit monthly/quarterly and annual statements to tax authorities if needed.
- To prepare the top-up and cash forecast for the funds required to meet the future payments
- Liaise with banks to get the best conversion rates
- To prepare Donor Financial Reports as per schedule
- To conduct Partner's financial Assessment and capacity build/audit as and when required.
- To work closely with internal and external auditors in providing support with visits and investigations.

Essential

- At least 5 years of working experience as an Accountant and proven accounting experience and financial management skills.
- Strong service delivery ethic and an appreciation of the significance of finance to programme delivery.
- Experience of management/supervisory responsibilities and ability to take charge and manage a team.
- Good interpersonal and team skills.

- Proven ability to be flexible in demanding situations, providing innovative solutions to problems while mindful of the need to maintain adequate controls.
- Willingness to travel at short notice and often in difficult circumstances.
- Uphold principles of Oxfam's gender and diversity principles in the workplace

Desirable

- Experience of working with multi-donor contracts and a knowledge / experience of their reporting requirements.

For more details find attached the full job description

HOW TO APPLY:

Please send application using this email LiberiaOGBrecruitment@oxfam.org.uk.

Deadline for application is February 21, 2018.