

Job Title	Finance Officer
Project	Academic Consortium to Combat Ebola in Liberia (ACCEL)
Immediate Supervisor's Title	Program Manager
Number of Direct Reports	1
Number of Indirect Reports	0
Deadline for application	25/01/2017 @ 5pm

All applications including a cover letter, updated CV (with at least three references from previous place of work) and copies of academic qualifications/certificates should be addressed to the Interim HR Officer, ACCEL-Old Road, VP Road-Monrovia, or email to accelhumanresourcemanager@gmail.com.
Please note that only shortlisted applicants will be contacted by ACCEL.

Context : The Academic Consortium to Combat Ebola in Liberia (ACCEL) partners have longstanding relationships with Liberia in providing support for direct clinical care, clinical mentoring, and teaching. In the wake of the Ebola viral Disease (EVD) emergency, the consortium delivered comprehensive Infection Prevention and Control (IPC) training to all government hospitals in Liberia, supported EVD testing in government public health laboratories and supported the blood safety program and the government's blood banks. In the second year of our CDC funded project, ACCEL will continue to work in the same areas integrating our sectoral programs and shifting from emergency response to EVD to more developmental health systems strengthening in IPC, public health laboratory testing, and Blood safety /Blood banking. ACCEL now have a large team (70+) and engages in a significant amount of up-country travel, working in all of the counties of Liberia.

Job purpose: Act as financial point person for the program and oversee financial aspects of sub-award to closeout stage, including financial reporting, developing and modifying of internal budgets, leading financial projection, reviewing projects expenditures and responding to questions from internal auditor/compliance and external auditors.

Number of Positions: Hiring 1 Finance Officer

Job duties and responsibilities:

Key Responsibilities:

Portfolio Management

- Prepare all Journal Entries for projects under management and ensure they are correctly posted and filed for adequate audit trail, including payroll journal.
- Prepare project specific payment vouchers and ensure they are correctly processed in accounting system.
- Ensure compliance with local governmental reporting and tax (LRA) filing requirements
- Ensure checks are prepared and issued on time and per approved schedule.
- Reconcile or review reconciliation of bank statements, petty cash, advance funds and other accounts with general ledger.
- Prepare various financial reports in a timely and accurate manner
- Maintain financial systems with correct chart of account and other relevant data.
- Liaise with Program Manager to ensure timely reporting, funding and compliance, including follow-up on status of their monthly report.

Audit and Compliance

- Work with the compliance officer to ensure paperwork for all expenditures meets the required compliance requirements
- Maintain audit files with all relevant documentation, including proposal, budget, budget narrative, agreement, formal communication with donor, agreement modifications, pre-approvals, financial reports, sub-award documents and other relevant paperwork.
- Ensure all documents are readily accessible in a timely manner when required for a review or audit

Other Financial Management		
<ul style="list-style-type: none"> ▪ Work with Country Management team on a monthly basis to ensure accurate budgeting and re-forecasting of financial targets. ▪ Stay up-to-date with U.S. Govt. regulations on cost principles and audit. Participate in relevant capacity building events to enhance understanding of applicable federal regulations. 		
Position Requirements	Required	Preferred
Education		
<ul style="list-style-type: none"> ▪ Bachelor's degree in accounting, finance, international business or related field 	X	
<ul style="list-style-type: none"> ▪ Training and Experience with quick books 	X	
Experience		
<ul style="list-style-type: none"> ▪ Experience with budget preparation using Excel ▪ Experience with one or more accounting software packages ▪ Ability to manage and prioritize multiple concurrent initiatives ▪ Excellent oral and written communication skills; ▪ Proficiency in using MS Word, Excel, and Power Point ▪ Excellent organizational skills with a willingness to assume responsibilities and take initiative; ability to be a team player ▪ At least 5 years of experience in a similar position 	 X X	 X X X
Knowledge and skills		
<ul style="list-style-type: none"> ▪ Overseas experience working in developing countries ▪ Previous experience with an international non-profit organization ▪ Previous experience with USAID and DOS regulations (OMB Circulars, Code of Federal Regulations and Federal Acquisition Regulations) highly desirable ▪ Willingness to travel periodically to international field offices. ▪ Good interpersonal skill 	X	
Languages		
<ul style="list-style-type: none"> ▪ Spoken and written English 	X	