

**Christian Health Association of Liberia, (CHAL)  
VACANCY ANNOUNCEMENT**

<b>Vacancy Title</b>	Finance Officer
<b>Number of Posts</b>	One (1)
<b>Type of Contract</b>	Permanent
<b>Contract Duration</b>	One (1) Month
<b>Reporting to</b>	Executive Director
<b>Responsible for</b>	Finance Assistants
<b>Duty Station</b>	Monrovia (Travel to Field Locations in Counties as Required)
<b>Issuing Date</b>	11-05-2017
<b>Closing Date</b>	28-05-2017

**Background:**

The Christian Health Association of Liberia (CHAL) is a faith based Non-Governmental Organization (NGO) registered and operational in Liberia since 1975. CHAL is a network of health facilities run by faith based organizations. It currently comprises 60 member institutions.

The goal of CHAL is to advocate, facilitate and promote holistic health care to the people of Liberia. CHAL achieves its goal through:

- Promotion and encouragement of the highest standard of Christian health care for the people of Liberia
- Engages in join planning and corporation with government in providing and sharing health information, developing strategies and sharing the available health and other resources.
- Identified and define common health needs and corporate in efforts that addressed such needs
- Raised funds locally and internationally, acquired and use materials, machines and other resources and do all things that are legal for a non-profit organization

**The Position**

The Finance Officer is responsible for the integrity, control and compliance with all aspects of financial management including handling all the accounting activities of CHAL. In addition, the holder of the position will supervise project finance assistants as needed. Last but not least, the Finance Officer will also provide technical support to the programme team in conducting financial analysis and ensuring donor compliance.

## **Responsibilities and duties**

- Maintain clear and up-to-date books of accounts that meet internationally accepted accounting principles and financial reporting standards
- Manage CHAL's operations funds ensure adequate financial liquidity for the smooth running of the organization
- Prepare regularly financial reports/statements for the Executive Director's review and submission to the Board, donors and other stakeholders
- Review CHAL chart of accounts as may be needed
- Together with the Executive Director and Program Manager prepare annual budgets to be presented to the board for approval.
- Manage budget to ensure that budget line items are expended as per approved budget
- Ensure that finance usage is strictly in line with SSMDf policies
- Maintain clear record of program funds utilization under a multi-donor approach to ensure clear accountability for each donor funds
- Manage CHAL's operation including controlling purchases and expenses and ensuring timely honoring of CHAL obligations vis-à-vis supplies and vendors
- Supervise finance Assistants and other staff as may be required
- Maintain payroll and ensure timely payment of staff
- Ensure proper and safe filing of all records and contracts signed by CHAL
- Avail all necessary information during internal and external audit processes as may be required by Auditors
- Provide technical advice, mentoring and/or training to staff of partners institutions on matters related to accounting and finance management
- Participate in developing CHAL proposals and reports to be presented to the board, donors and other stakeholders as may be required.
- Any other duty as may be requested.

## **Qualifications:**

- Dedicated christian
- A bachelors degree in accounting, commerce, business administration, finance or related field from a reputable institution is a requirement and a higher degree in similar fields preferred;
- Minimum of 3 years working experience in a similar position and preferably from a financial institution;
- Ability to conduct financial analysis with long, medium, and short term financial planning and proven budget/liquidity management skills
- Thorough understanding of operational risk of a financial institution;
- Proficient in MS Office and experience in using accounting software (QuickBooks)

**How to Apply: Interested individuals should send CV, Cover letter incl. 3 listed references, diplomas/certificates to the below address:**

Human Resource Officer  
Christian Health Association of Liberia  
21<sup>st</sup> Street, Coleman Avenue, Fiamah, Sinkor

Monrovia, Liberia