



Background

medica Liberia (mL) formerly medica mondiale Liberia is a non-governmental women's right organization working in Liberia. Our Organization offers support to women and girls who have been affected by sexual gender based violence (SGBV). Since 2006, medica Liberia has been implementing programs for women and girls in Liberia's South-eastern parts and recently extended its coverage to Montserrado and Margibi Counties.

Position Title: Head of Finance (female)

Duty Station: Monrovia (with frequent travels to other projects sites)

Position Status: Full Time

Reports to: Country Director

Position summary

The Head of Finance possesses strong analytical skills to be able to improve and reinforce finance management and internal controlling systems and processes. The Head of Finance shall be responsible for effective financial management in accordance with medica Liberia policies, regulations and international accounting standards, to provide accurate and timely financial information to medica Liberia management and donors. The HOF is a member of senior management team and is expected to ensure organizational efficiency and effectiveness through participation in decision making, advising on the financial status of the organization, communication and implementation of agreed upon decisions.

Key responsibilities will include the following;

1. Financial Accounting and Reporting:

- Formulation and implementation of the medica Liberia's finance and accounting policies and procedures in compliance with international accounting standards (IAS/IFRS), and other medica Liberia policies;
- Formulation and implementation of an effective system of internal control that safeguards and ensures optimal utilization of mL assets and resources and prevents fraud and irregularities;
- Ensuring production of accurate and timely financial and management reports to, donors, and mL in compliance with International Financial Reporting Standards (IFRS), national accounting regulatory body requirements.

2. Cash & Treasury Management

- Manage exchange to ensure losses are minimized when making foreign currency sales
- Advise management of any adverse economic status especially where major currency losses may be realized; and
- Ensure medica has sufficient reserves in compliance with reserve requirements and to ensure financial stability.

3. Budgeting

- Coordination of annual budgeting and forecasting in accordance with medica Liberia guidelines and procedures in furtherance of the strategy implementation;
- Preparation of consolidated detailed and summary annual expenditure budgets that aid Management in making necessary decisions and in compliance with medica requirements.

4. Provide support to Fundraising and Donor Grant Management

- Prepare and review all donor proposal budgets to ensure the projects' viability, reasonability and effective financial resourcing;
- Ensure all projects reasonably contribute to financing of the organizations' core functions.

5. Staff Management, Development and Performance Measurement for the unit staff

- Ensuring efficient and effective management of staff within the department taking into account staff skills;
- Lead the development of financial management skills for the finance and non-finance staff of medica Liberia;
- Facilitate training & development and undertake coaching and mentoring of staff within the department;

6. Audit

- Provision of support to internal and external auditors; and
- Follow up on implementation of agreed recommendations by both internal and external auditors

a) QUALIFICATIONS

- Holds an MBA or Masters of Science or MA in Business management or equivalent from a recognized University;
- Have a Bachelor of Commerce degree or Business Administration or its equivalent from a recognized University;
- Have at least five (5) years working experience in financial management and accounting work in an NGO or a large organization of which at least three (3) years must have been at senior management position;
- Have demonstrated high understanding of finance and accounting matters;
- Have experience in development and implementation of financial systems; and

- Have practical experience in donor grants management & reporting, management reporting and statutory reporting in compliance with IFRS.

b) KEY COMPETENCIES

- Strong conceptual, analytical, documentation and presentation skills;
- High degree of integrity, dependability and confidentiality;
- Good interpersonal and communication skills coupled with ability to influence, negotiate, advice, mentor and train;
- Ability to work independently and be self motivated; and
- High level of IT proficiency in use of Quick Books, MS Word, Excel, Power-point, and e-mail. Other financial software will be an advantage
- Readiness to travel frequently to remote areas with limited access to facilities and entertainment

Application deadline is 15 September 2017.

Please email your application (Cover letter, CV, at least 3 references, expected salary and the earliest date to start work) to caroline.bowah@medicaliberia.org and recruit@medicaliberia.org with reference “Head of Finance” as the subject of their mail.

- ❖ Please note that only shortlisted candidates will be contacted.