



JOB DESCRIPTION

Release Date	December 20, 2016 READVERTISED
Relevant Information	Action Contre La Faim (ACF) has been operational in Liberia since 1990 until now. Throughout these years the position as Finance Head of Department has always been occupied by expatriates. Now, with its new mission strategy beginning January 1, 2017 and beyond ACF is now nationalizing the post with qualify Liberian candidate. The incumbent should be prepared to take the role once selected through our recruitment process.

Job Title	Finance Head of Department (Finance HoD)
Main place of work	Liberia - Monrovia
Direction / Service	Finance
Classification	M3 (Most Senior Post)

Responsible to	Hierarchical : Country Director Functional : Financial Advisor/ Officer in HQ Paris
Organizational context	Hierarchical : Finance Deputy Functional : Finance Manager at Base and Administrators where applicable
Field of activity	Liberia Monsterrado County
Areas of intervention	Monrovia (with frequent visits to operational bases in Bomi, Gbarpolu and possibly Bong County)

Overall Objective of Position	To ensure sound and transparent administration of funds by providing accounting and financial management consistent with the ACF financial management framework ¹ and local legislation
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¹ Kit Admin ©

<p>Short Description and Introduction</p>	<p>The Finance HoD acts as the lead focal person for Finance on the mission. She/he ensures definition of the Finance policy for the mission and coordinating its implementation and deployment throughout the mission in order to provide optimum support to programs. The Finance HoD underscores the quality, coherence and relevance of ACF's Finance strategy and implementation in conformity with ACF's Mission Strategy, International and national standards, guidelines and protocols. The Finance HoD will be central to the management of Donor grants and coordinating budget construction processes for all new proposals. The Finance HoD will be central to the ensuring of all financial compliance; control and donor audits.</p>
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Mission 1: Contribute to the definition of mission strategy

The Head of Finance Department is responsible for:

- creating the budgetary framework of the mission
 - making financial and budgetary information available to other departments to facilitate the establishment of the country strategy
 - producing high quality and timely financial and budgetary contributions to "proposals" and reports for funding bodies
- Contributing a financial and budgetary perspective to coordination discussions
 - Advising other departments on their financial and budgetary needs
 - Ensuring that financial and budgetary needs and constraints are taken into account in the preparation of projects
 - Collecting data and writing the financial and budgetary section of proposals and reports to funding bodies and financing plans, and negotiation of the Z1 after validation of Country Director
 - Ensuring that his/her contribution to "proposals" and reports is consistent with the rest of these documents
 - Representing the mission to outside bodies on issues of finance and budget and developing a network for the exchange of information and good practice

Mission 2: Ensure high quality accounting for the mission

The Head of Finance Department is responsible for:

- disseminating information about accounting procedures throughout the mission and ensuring they are observed
 - the correctness of accounting and analytical entries
 - timely forwarding of the monthly accounting bundle
 - verifications of cash stocks and bank accounts according to ACF regulations
- Ensuring that parameters of the accounting software are properly set up
 - Ensuring that all accounting, extra-accounting and expatriate data are entered into the accounting software
 - Verifying bankbook and checking and bank reconciliations
 - Supervising the checking of invoices and ensuring that they are archived according to ACF procedures
 - Verifying and approving the monthly accounting bundle and ensuring that it is forwarded to headquarters
 - Verifying the physical cash count in capital and in the course of visits to bases

Mission 3: Ensure high quality cash management for the mission

The Head of Finance Department is responsible for:

- designing, promulgating and ensuring compliance with cash management procedures across the mission
 - the availability and safe keeping of the necessary cash
 - adapting methods for cash transfer in the light of local conditions and security considerations
 - monitoring the correspondence between cash forecast and the BFU
 - anticipating treasury risks and resolving difficulties
- Designing and keeping up to date cash management procedures adapted to local conditions, suggesting alternatives in the light of any changes, authorising and organising the transfer of funds to the bases
 - Consolidating and approving the treasury forecast of the mission and forwarding it to headquarters
 - Consolidating requests to commit expenses on a non-signed contract (Z2) and forwarding them to headquarters
 - Passing on payments made through headquarters

- Monitoring contractual payments made by funding bodies and signed off in the field
- Approving the choice of banking establishments, checking their solvency and reliability, securing optimal conditions, approving and requesting the opening and closing of accounts and the adding of signatories according to ACF procedures
- Approving the methods of payment of on-going contracts and ensuring payment by the due date
- Authorising the payment of mission expenses according to ACF procedures

Mission 4: Provide financial and budgetary management

The Head of Finance Department is responsible for:

- promulgation of and compliance with the financial rules of funding bodies
 - establishing the annual budget
 - leadership in budgetary matters at mission level and steering the process of budget forecasting
 - cost analysis and issuing budgetary alerts when necessary
 - monitoring financial risks and issuing alerts when necessary
 - providing the necessary materials for negotiations with funding bodies and producing documents to funding bodies
- Calculating and ratifying project budgets
 - Preparing and revising the mission's annual budget
 - Producing, checking and forwarding budget follow-up (including forecast) to the coordination team and to base Finance Managers, raising issues of relevance and alerts, support Heads of Department
 - Producing, checking and forwarding the Z1 budget follow-up according to ACF procedures
 - Ratifying the circulation and authorisation thresholds of expenditures laid down by Logistics
 - Identifying financial risks (exchange rate fluctuations, inflation...), making Heads of Department aware of financial risks in their field, alerting the Country Director and headquarters, providing support in the management of risk
 - Production and archiving of financial reports according to the deadlines and formats required by funding bodies
 - Supervision of the pre-audit of funding bodies' financial contracts and responding to queries raised by auditors

Mission 5: Promote and ensure financial collaboration and coordination with mission partners

The Head of Finance Department is responsible for:

- participating in the process of selecting partners and validating the financial risk analysis provided by the bases
- defining with partners the modes of financial and budgetary management in the framework of joint projects
- validating the financial and budgetary aspects of partnership conventions and agreements
- taking full advantage at mission level of all innovative practices in the field of financial and budgetary management in partnerships

Mission 6: Prevent and manage fraud and corruption

The Head of Finance Department is responsible for:

- identifying risks of fraud and corruption in his/her field of competence and setting up preventive and monitoring mechanisms
- making his/her team aware of the risks of fraud and corruption
- alerting the Country Director to cases of fraud and corruption and undertaking corrective action
- putting in place and monitoring recommendations arising from the day-to-day control and audit

Mission 7: Manage the Finance team in capital and be Technical/Support Manager of Finance Managers/Administrators in the bases

The Head of Finance Department is responsible for:

- the day-to-day management of his/her team (guidance, follow-up, motivation...)
- evaluating the performance and developing the skills of his/her team members
- management of the teams for which s/he is support/technical Manager

- Defining the Human Resource needs of his/her area of activity and establishing the organisational chart of his/her team
- Taking part in the recruitment of team members
- Organising and leading team meetings
- Working out and monitoring individual action plans for team members
- Managing the planning process, the sharing and coordination of tasks
- Providing for appraisal interviews for team members
- Providing technical support to the teams
- Identifying the training needs of team members
- Creating, organising and leading training sessions
- Managing difficulties in the team

MODE of Application:

Soft Copy only. An application package consisting of a motivational cover letter & resume/cv.3 references. Most recent employer with active e-mail addresses and phone numbers enclosed. Do not submit any other document. All application should be sent to:

jobapplications@lr.missions-acf.org / hadmin@lr.missions-acf.org

ACF is an international employer with a track record of high transparency in recruitment and do not discriminate on the basis of sex, gender, sexual preferences, ethnicity, religion. Because of the volume of Applications we may receive, we encourage to specify the title of the post you are applying for. E.g.: **Application for Finance HoD**

We do not solicit any mean of processing your application for employment. Based on the need of this position ACF may fill the post before its expiration date. Application will be review on a rolling basis

- ✓ **Deadline for application January 20, 2016.** However all the logistics for the recruitment maybe finalized before January 20, 2016. Therefore, qualify applicants are encourage to apply before the deadline. Candidate that sat the first round of evaluation is advice not to re-apply. Your resume will not be given an attention.

We are proud to be delivering humanitarian services through our global strategy in Liberia since 25years!! www.actioncontrelafaim.org/en