



For a world without hunger

Job Vacancy/Description: Finance Officer (2 Persons)

Job Title:	Finance Officer
Organization profile and background:	<p>Welthungerhilfe Welthungerhilfe was founded in 1962 as the National Committee of the “Freedom from Hunger Campaign” set up by the United Nations’ Food and Agricultural Organization (FAO). Today it is one of the largest non-governmental organizations working in development cooperation and humanitarian aid in Germany. Non-profit making, non-denominational and politically independent, the organization is run by a board of honorary members under the patronage of the German President.</p> <p>Welthungerhilfe is working in 40 countries in Africa, Asia and Latin America and campaigns publically for fairer cooperation with developing countries. Its work is funded by private donations from the population at large and public grants including USAID/OFDA, ECHO (FPA P-partner), and works with funding from BMZ, German Foreign Office, DEVCO/EuropeAid, DFID, KFW among many others.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/ Sustainable Food and Nutrition Security, Infrastructure and WASH. Welthungerhilfe is well established in the Southeastern Liberia in the counties: Grand Gedeh, Grand Kru, Maryland, and Rivercess, Sinoe, meanwhile Welthungerhilfe is also active Northwestern Liberia in Bomi and Montserrado counties.</p>
Location:	Based in Sinoe and Grand Gedeh Counties
Job purpose:	<p>The objective is to implement existing financial management standards in the project(s) efficiently and promptly, thereby making a significant contribution towards the success of the programme work.</p> <p>This involves:</p> <ol style="list-style-type: none"> a. ensuring that the projects' / project's financial administrative processes at the project location are auditable and efficient and carrying out financial administrative controls at project level; b. supporting the Financial Administrator perform his/her supervisory duties within the framework of project financial administration
Responsible to:	Expert Financial Administrator & Head of Finance
Responsible for:	None
Main Responsibilities:	<p>The main focuses of areas of responsibility are based on Welthungerhilfe's valid rules and standards and project administrative process descriptions and progress reports.</p> <p>The Finance Officer of the project is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that project bank and cash transactions are booked daily in FundsPro and that monthly reporting deadlines are achieved. • Ensuring that booking texts of transactions, budget line assignments and bookkeeping entries are recorded correctly in FundsPro. • Ensuring that cash, bank, receivables and payables are reconciled monthly and cleared within a maximum of two months. • Ensuring shared costs are shared between projects monthly. • Ensuring that voucher documentation is understandable, adequate and appropriate before payments are executed.



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	<ul style="list-style-type: none"> • Ensuring that every transaction is authorized by the Head of Project and/or Expat Financial Administrator before payments are executed. • Ensuring that statutory payments (Tax, Social & Medical Insurance) are made every month and on time. • Preparing annual account documents in cooperation with the Financial Administrator. • Checking partner financial reports and vouchers monthly and booking expenditures in FundsPro. • Supporting the compliance function with Welthungerhilfe partners in Liberia. <p><u>Duties without own area of responsibility</u></p> <ul style="list-style-type: none"> • Checking of national law and the relevance for Welthungerhilfe • Preparing for visits (staff from head office, representatives of co-financers, etc.) and supporting audits. • Fulfillment of any other tasks which are assigned by the management and correspond in general with the character of this position.
Experience:	Above 2 years' senior finance working experience in Not-for-Profit organizations. Working knowledge of funding institutions and International NGOs is an advantage.
Education:	Undergraduate Degree in Accounting, Finance or any other Business-related field. Commercial training with additional qualification are an added advantage.
Languages:	Ability to fluently communicate both written and oral English language.
Computer skills:	Proficiency in MS Office, financial software applications and reporting packages is an asset.
Social skills and other attributes:	<ul style="list-style-type: none"> • Communicates and liaises well with others especially in a multicultural environment • Motivated and willing to take the initiative (determination) and work the extra mile • Ability to work in a team • Ability to plan and be organized • Good negotiating skills • Time conscious • Transparent and honest
Starting date	ASAP
Applications for this Position should be sent to:	<p>Please send softcopies of a motivation letter and CV and any additional documents you wish to submit (e.g. scans of certificates, letter of recommendation) to the following email with the subject:</p> <p style="text-align: center;"><u>"FINANCE OFFICER SOUTHEASTERN LIBERIA"</u></p> <p style="text-align: center;">Recruitment.Liberia@Welthungerhilfe.de</p>



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Closing date:	Monday, May 18, 2018
Scheduling:	<i>All interviews are going to be conducted at each location (Sinoe or Grand Gedeh County)</i>
Note:	After reviewing the applications received by the closing date, within two (2) weeks period "if you don't hear from us consider your application unsuccessful." We encourage you to apply again for posted and advertised positions in our Organization, for which you qualify in the future.