



Broad & Gurley Street Raymond Building 2nd floor Monrovia Liberia - West Africa.

The Partners in Sustainable Development Initiatives (PSDI) is a legal national civil society advocacy, capacity-development organization based in Monrovia that supports a wide range of humanitarian projects. PSDI focuses on domestic tax governance and committed to conducting business in compliance with all applicable laws, rules, and regulations, and in accordance with the highest standards of business ethics. Our approach is based on promoting a patriotic and nationalist sense of transparency and accountability programming committed to sustainable development initiatives through empowering citizens, galvanize support for ambitious new ideas and promote more impactful initiatives and projects for nation building. At every stage of our intervention we **monitor, evaluate and learn** what works , when , how and why by sharing knowledge across country with other partners and support adaptive learning in the transparency and accountability space under six pilots : **LISTEN, PARTNER / COLLABORATION, DEVELOP, IMPACT, MEASURE and LEARN**

PSDI is seeking an experienced and talented **Finance and Administration Manager** to assist the organization development team in the writing of winning proposals for international development projects. We are looking for people with an appreciation and respect for different people and ideas, and the energy and expertise to help tackle the most important challenges in domestic tax collection domains. In return, you can expect to get inspiration from the change you help make happen, a sense of belonging and the feeling of being part of a global community. You will also experience stimulation and fulfilment, the chance to grow, and space to be yourself at your best. This is our pledge to you.

Deadline: July 31, 2018

Submit application to: psdiliberia1@gmail.com

General Duties and Responsibilities:

The Finance and Administration Manager is responsible for the overall financial management (planning, budgeting, accounting and reporting) and administration of the PSDI. The Finance and Administration Manager is a member of the Senior Management Team and reports to the Chief Executive Officer

Specific Duties and Responsibilities Management:

- Contribute to overall strategic and operational management of the organization as a member of the Senior Management Team
- Ensure PSDI is up-to-date on all relevant project activities and recruit line manage relevant Finance/Administration staff, in accordance with good organizational practice
- Manage all financial and administrative issues related to the PSDI including budget management on a monthly basis (global cashbook, status of budgets and financial situation to enable decision-making;
- Provide financial management advice on revisions of budgets, preparing periodical forecasts and any amendments needed
- Monitor petty cash and bank balances to ensure sufficient funds are always available depending on program needs
- Management and reconciliation of the bank and cash accounts, preparation of the weekly cash counts and monthly financial records including cashbooks, ensuring financial and resource accountability and effective management for records as required for auditing
- Disbursement of cash advances and reconciliation to ensure recovery
- Control of salary payments to staff, including national insurance and tax liabilities, reconciling the same and monitoring medical expenses, subsistence allowances, mobile phone usage, etc.
- Collection and filing of regular financial reports, budget records and represent PSDI budgets and finances to relevant stakeholders when requested
- Prepare donor financial reports in line with donor reporting requirements and Monitor ongoing levels of expenditure on individual programs as against budget, and provide timely advice of likely over or under-spends
- Participate to, initiate staff meeting and staff training and establish/refine and implement administration and logistics procedures in line with organizational requirements
- Establish/refine and manage all procure and logistics activities, including possible management of vehicles and drivers
- Supervise the administrative needs of the staff including flight bookings, obtaining legal documentation, medical evaluation, medical coverage, etc.

- Ensure that contractual commitments (e.g. for the rental of vehicles and/or premises) are expressed in forms appropriate for the circumstances
 - Ensure that all necessary legal requirements are met, e.g. obtain vehicle registration, work permits, import licenses, and such, by liaising with government agencies
 - Supervise the administrative needs of the staff including flight bookings, obtaining legal documentation, medical evaluation, medical coverage, etc.
 - According to budget availability and following PSDI objectives, participate in relevant sections of projects linked with administrative issues (capacity building, animation of workshops or training sessions for partners) etc.
 - Co-ordinate and maintain a cash forecasting system to ensure that adequate funds are available to meet the working requirements of the programs and prepare of audits (general audit, donors' audits)
 - Any other duty as requested by PSDI management
- Minimum Qualifications, Knowledge and Experience**

Qualification:

- A qualified Accountant with at least five years relevant experience in a finance/admin function in the field at an appropriate level, with sound understanding of working with an international organization preferably USAID.
- Proven financial analysis and forecasting ability and management experience and excellent written and spoken English is essential
- Ability to work independently with minimal supervision is essential and manage effectively team members

N.B: The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

If you are interested in the position and have the right skills and attributes, please send your CV (in English) and motivation letter of 350 words or less to: psdiliberia1@gmail.com

Please note that ONLY SELECTED CANDIDATES will be contacted for an interview.

Female candidates are highly encouraged to apply