

AMERICAN BAR ASSOCIATION, ROLI POSITION DESCRIPTION

TITLE: FIELD FINANCIAL MANAGER, AFRICA

LOCATION: Monrovia, Liberia

REPORT TO: Country Director

ABA ROLI is a non-profit organization that implements legal reform programs in roughly 50 countries around the world. ABA ROLI has nearly 500 professional staff working abroad and in its Washington, D.C. office. ABA ROLI's host country partners include judges, lawyers, bar associations, law schools, court administrators, legislatures, ministries of justice and a wide array of civil society organizations, including human rights groups.

JOB SUMMARY

ABA ROLI seeks a full-time Field Financial Manager to oversee the financial and administration operations in our office based in Monrovia, Liberia. Under the supervision of the Country Director (CD) and ABA ROLI Africa Division Director (located in Washington, DC), the Field Financial Manager will work with ABA ROLI program and finance teams in Washington, DC to provide financial management of the field office and all programs in the assigned portfolio. The FFM will work closely with the appropriate CD to ensure compliance with donor and ABA ROLI policies and procedures. The FFM also works to oversee personnel management and ensure compliance with local laws.

RESPONSIBILITIES

The duties of this post include, but are not limited to, the following:

- Managing office funds, including bank accounts and petty cash;
- Preparing detailed monthly expense reports in English, using QuickBooks software;
- Maintain the office cash and bank accounts, conducting monthly bank and cash reconciliations;
- Preparing monthly office cash forecasts;
- Preparing staff payroll and local tax payments;
- Monitoring program spending for the duration of the grants;
- Ensuring timely payment to vendors in compliance with ABA ROLI policies and procedures;
- Maintaining office financial and operational policies, including security policies in collaboration with ABA ROLI's field office and Washington-based security staff;
- Working with local field based staff on financial management and compliance, including training staff on ABA ROLI policies and procedures;
- Overseeing the Office Administrator in the drafting, executing, and managing contracts for staff, consultants, and vendors; as well as maintenance of resident staff timesheets, tracking of leave time;
- Other related duties as required.

Academic and Professional Qualifications Required:

1. **Education:** Master's or equivalent advanced degree in accounting, management & administration, commerce or finance.
2. **Professional Years' Experience:** At least five years of senior financial management experience within an international non-governmental organization (INGO) or multilateral institution.

Knowledge, Skills and Abilities Required:

1. **Skills:** The applicant shall have:
 - i.** Experience working with US government-funded projects, including familiarity with OMB Circular financial regulations;
 - ii.** Experience managing staff and working within a team composed of administrative, financial and programmatic staff;
 - iii.** Experience in human resource management and/or office administration;
 - iv.** Comfortable working in an insecure or post-conflict setting preferable;
 - v.** Advanced skills in QuickBooks, Excel, and Word;
 - vi.** Strong written and oral communication skills and the ability to communicate effectively in English;
 - vii.** High degree of organization, professionalism, integrity, trustworthiness and flexibility;
 - viii.** Ability to use discretion when working with confidential documents and information;
 - ix.** Ability to operate efficiently while juggling multiple priorities.
2. **Language:** Fluent in English with a working knowledge in Liberia.

Particular & Application information

1. **Particular Conditions of Work:** Possible extended working hours and under Pressure
2. **Remuneration:** Salary and benefit details will only be discussed with candidates selected for interviews. The ABA offers a competitive compensation packages comparable to those offered by similar international organizations
3. **Equal Opportunities:** ABA is an equal opportunity employer that offers equal chances to men and women. Qualified women are strongly encouraged to apply.
4. **Application:**
 - i. Interested applicants who meet the minimum qualifications for this position must address and submit their applications to:

HERITAGE PARTNERS & ASSOCIATES, INC.

**HERITAGE HOUSE, 1 HERITAGE DRIVE
OLD ROAD JUNCTION CONGO TOWN
P.O. Box 10-1760
MONROVIA, LIBERIA or at info@hpaliberia.com.**

- ii. Applications sent after the required submission deadline will not be considered.
- iii. Only shortlisted candidates shall be contacted for the next stage of the recruitment process

**Applications for the position shall be received from 20th December 2018 to 19th January 2019.
Applications receive after 12:00 Mid-night on January 19, 2019 shall **NOT** be considered.**