



MINISTRY OF JUSTICE  
9<sup>TH</sup> STREET, SINKOR  
MONROVIA, LIBERIA



### JOB ADVERTISEMENT

Position Title:	Comptroller
Reporting to:	Deputy Minister of Justice for Administration
Duty station :	Monrovia

#### **Introduction**

The Ministry of Justice is the Government of Liberia's ministry responsible to oversee the administration of the justice system, oversee public prosecutors, maintain the legal system and public order. The Ministry seeks to hire the services of a Comptroller to manage the day to day financial transaction of the Ministry and other security institutions operating under the mandate of the Ministry of Justice.

#### **Roles and Responsibilities:**

##### **1. Business planning processes**

- Participates in the rolling budget process and ensures that operational plans are consistent with the approved budgets.
- Consolidate the ministry's operational budgets and submit to the Deputy Minister of Justice for Administration and Public Safety.
- Reviews budget entries and keeps records of budget modifications on file.
- Weekly posting of entries in order to update the ministry's expenditure file.
- Perform expenditures analyses with cost effectiveness of operations orientation.
- Use accounting software as a tool of budget monitoring and control.
- Maintain overall oversight of the budget so that any over or under spends can be highlighted and discussed with the relevant security institutions in a timely basis

## **2. Accounting and Treasury**

- Reviews and approves all vouchers (cash disbursement, cash receipt, journals) for completeness, accuracy and consistency with attached supporting documents in compliance policies and local laws.
- Ensures that all purchases and payments are within budget before processing.
- Reviews payroll based on information received from HR and pays salaries and wages timely to staff and other consultants hired by the Ministry.
- Post transactions at least weekly
- Ensure compliance with local regulatory and tax legislation in respect of financial matters
- Prepare monthly cash forecast & refresh by entity based on forecasts
- Keep and update bank details and bank accounts signatories
- Liaise and reconcile with the bank on un-reconciled transactions
- Support/ train Office staff on the use of corporate financial systems, including General Ledger (GL), Grants Tracking System (GTS)

## **3. Internal Financial Controls**

- Undertake Internal Financial Controls & Risks Management
- Ensure appropriate financial controls processes, procedures and systems are in place and adhered to the Ministry's program areas.
- Ensure in every office location that petty cash count is performed at least once a quarter and cash count form is on file.
- Follow up finance related audit actions for the Ministry to ensure actions are implemented and alternative actions taken as required to address weaknesses in financial controls and procedures identified in finance and other forms of audit reports

## **4. People Management and staff development**

- Oversee all other Accountants / finance officers working in the Ministry of Justice and her respective agencies
- Develop, coach and motivate a high performing finance team in the Ministry.
- Conduct interim and final evaluation of direct report staff based on the requisite national guidelines.
- Conduct regular meetings with staff to ensure effective operation of the Finance Department.
- Ensure staff are regularly trained on financial processes and procedures in order to promote compliance.

## **5. Financial Reporting and Analysis**

- Accurate maintenance of all expenditure recording including supporting documentation which is approved by the appropriate authority
- Prepare or review periodic financial reports for the Ministry, including monthly reports and quarterly reporting
- Maintain overall oversight of the budget so that any over or under spends can be highlighted and discussed with the relevant institutions in a timely manner
- Ensure staff are trained on Monthly reporting templates and procedures

## **Qualification and Experience**

- Applicant must hold a minimum Masters degree in Accounting and other related fields and must have worked in the field of Accounting and Finance for at least 5 years preferably in Government.
- Strong management, accounting and networking skills, experience in managing teams
- Experience with financial information systems and MS office especially Excel, Word and other accounting software such as Quick books.
- Excellent skills in written and oral English required
- Exceptional analytic capacity;
- Flexibility and willingness to work as a team member and independently, with a high level of self-motivation;
- Ability to effectively manage multiple activities simultaneously in a fast-paced working environment;
- Ability to maintain strict confidentiality;
- Attentiveness to detail and ability to work well under pressure;
- High level of self-motivation and ability to work independently with others;
- Ability to operate in a difficult working environment; and
- Sensitivity to diversity.

**Application deadline: May 24, 2018, 12 Mid-day**

To apply please send résumé (written in English) and cover letter to:

The Office of the Deputy Minister of Justice for Administration and Public Safety  
Ministry of Justice  
9<sup>th</sup> Street Sinkor  
Monrovia, Liberia

Or email: [juahcassell@gmail.com](mailto:juahcassell@gmail.com)(Females are equally encouraged to apply).

Please note: Only shortlisted candidates will be contacted. No phone calls will be accepted.