



## Plan International Liberia Job Announcement (1Position)

**Staff-310-05-2018- Finance Coordinator**

**The vacancy is opened to Internal and External candidates.**

Plan International is a leading girls and children's rights organization. **Plan strives for a just world that advances children's rights and equality for girls. We motivate our people and partners to:**

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

Plan operates in 77 countries around the world. It brings its support to millions of children, their families and communities, mainly in Africa, Asia, Middle East, and South America. It implements projects in the Health, Water and Sanitation, Education, Child Protection, Sustainable Livelihood, and cross-cultural communication. Child sponsorship forms the basis of our work with children. Worth to mention, Plan International global ambition is to support 100 million girls learn, lead, decide and thrive!

As part of its commitment to support Plan International Federation reach 100 million girls so to learn, lead, decide and Thrive, Currently Plan International Liberia is developing a new country strategy which will focus on reaching 1.4 million girls and children all over the country and with a strong commitment to work with all partners at various levels to put an end to early marriage and Female Genital mutilation (FGM)!

Moreover, Plan International Liberia is committed to ensure that Child Protection and Gender transformative practices are key integral part of all its work including the organizational structure and staffing. Accordingly, women are strongly encouraged to apply for this post!

**We are currently seeking to recruit for Plan International Liberia program:-**

**Title:** Finance Coordinator  
**Location:** Bomi  
**Status:** National Post (Fixed Term)  
**Department:** Finance  
**Reports to:** Program Unit Manager

**Summary of the position:**

Manages the financial operations of the Program Unit and facilitates effective use of its financial resources.

Responsible for the direct management of the operations support services functions in the areas of business planning processes, accounting and treasury, financial reporting and analysis, internal financial controls and people management.

## **Roles and Responsibilities:**

### **1. Guides and facilitates the effective use of Plan's financial resources.**

- Reviews cash request and ensure timely processing and requesting of monthly fund requirement of the program unit as per schedule. Refresh cash request based on actual funds received on a by-weekly basis as per schedule.
- Reviews accuracy of General Ledger print-outs.
- Reviews Project Outlines and PO modifications as to accuracy of SAP codes, WBSE and budget availability as per approved operational plans.
- Reviews Project Completion Reports (PCR) expenditures against SAP and SAP BI reports.
- Reviews and ensure timeliness of financial reports (Bank reconciliation statements and grant reports, SAP and SAP BI reports, Advances and Outstanding Commitments).
- Follows up actions from review of bank reconciliations, cash management
- Reviews assessments of the financial aspects of partner finance, accounting, due diligence, governance and management practices subject to country requirements

### **2. Reviews and monitors program unit budget.**

- Reviews Program Unit budgets from approved budget documents.
- Prepare and review PUB report on monthly basis.
- Review Project Outlines budget before and after in the SAP System
- Monitors program unit budget PU BVA and provides analysis for information of the PUMT.
- Prepare Grant Financial reports

### **3. Ensures the overall management of accrual accounting every end of each month in accordance with the accrual accounting policies and procedures.**

- Coordinates with PUM and logistics on the Work Certificates from Engineers every 25<sup>th</sup> of each month
- Review work certificates from Engineers, completion reports from services providers and consultant, outstanding contracts, confirmation from partners and accounts payable ledger for invoices received to determine accrual accounting calculations every month following accrual accounting plan action.
- Review of accrual accounting calculations every last working day of the month
- Review of accrual accounting entries every last working day of the month

### **4. Reviews and monitors monthly period end closing and transmits period files to Country Office every 3<sup>rd</sup> day of the month.**

- Reviews Program Unit's Trial Balances and Chart of Accounts.
- Generates program unit Smart List file on monthly basis and process NRGRANT Corrections
- Ensures the completeness of the voucher monthly filing system is in place
- Ensures the completeness and timeliness of monthly period closure

### **5. Performs the Routine tasks & Year-end process.**

- Reviews and posts all period thirteen (13) transactions.
- Runs the reports and reviews for errors, unusual transactions and unusual account balances.
- Generates smart list file.
- Reviews Year End Schedules and reports and fiscal year budgets.
- Disseminates final management reports for program and project expenditures for the year which has just closed and circulates the same to the appropriate managers.

- Implements control mechanism and promote internal financial control processes, procedures and systems.
- Reviews requisitions and all payment requests.
- Reviews Payment Voucher Package and signs checks and ensures compliance with Plan financial policies and procedures
- Acts upon the financial component of audit through the Monthly Audit Action List.
- Reports on the financial component of audit to the PUMT.
- Conducts field visit at least minimum of three days a month.
- Develop the PU financial risks register
- Conducts surprise cash counts at least once a month.
- Inputs/Reviews and post transactions in SAP system.

#### **6. Provides Staff Supervision & Development and HR Support**

- Conducts interim and final evaluation of the finance staff based on PMS guidelines.
- Mentors/coaches staff when needed.
- Conducts regular meeting with staff.
- Prepares commendation and or disciplinary action of finance staff in accordance with Personnel Manual.

#### **7. Attends regular finance meeting and provide bank updates to PUM.**

- Coordinates with PUM on banks changes/updates affecting financial transactions.
- Attends regular finance meeting.

#### **Others:**

- Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

### **Minimum Qualifications, Skills and Experience**

#### **Qualifications:**

Masters or Bachelor's Degree in Accounting, Finance or related fields recognized institution with CPAII or ACCA or equivalent working experience in the field of accounting and finance of at least 5 years preferably with INGO (in Plan will be an advantage).

#### **Skills:**

The incumbent must demonstrate the following skills:

- Experience with financial information systems and MS office especially Excel and Word.
- Strong management accounting and networking skills, experience in managing teams
- In depth knowledge of financial systems, financial management and reporting
- Excellent negotiation and communication skills
- Demonstrated ability to work collaboratively by support, facilitation, and co-ordination
- Proven initiative, flexibility and ability to prioritize in a demanding environment and to tight deadlines

- Ability to pay attention to detail
- Minimum English Language skills relevant to Liberia
- Good understanding of how institutional donors function

## **Behaviours (Plan International's values in practice)**

### ***We are open and accountable***

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people.

### ***We strive for lasting impact***

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

### ***We work well together***

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

### ***We are inclusive and empowering***

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives.

### **Applications:**

**Last date for submission of Application (CV and cover letter) is: 10<sup>th</sup> June, 2018 by 4:30 pm**

Interested candidates need to send their updated CV and a cover letter (**maximum 1 page**) to [liberia.recruitment@plan-international.org](mailto:liberia.recruitment@plan-international.org) on or before the closing date mentioned above. Subject line of submission mails will only bear the indication: ***Application for LBR- Finance Coordinator***

Only short-listed candidates shall be contacted. References will be taken and background and anti-terrorism checks will be carried out in conformity with Plans Child and Youth Safeguarding Policy, Fraud, Code of Conduct, Harassment, Discrimination and Bullying Policy. **Plan follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women and people living with disability.**