



USAID
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**Maternal and Child
Survival Program**

JOB ADVERTISEMENT

Title : **MCSP Finance Associate**
Location : **River Gee County**
Open Positions: **One (1)**
Supervisor : **Finance & Administrative Manager**
Project : **MCSP - Expansion of Malaria Services**
Duration : **Length of Project**
Posted : **June 8, 2018**

USAID's Maternal and Child Survival Program in Liberia is hiring a Financial Assistant who will act as an integral part of MCSP Liberia's team. MCSP Liberia is implanting the "Strengthening Liberia's Frontline Health Workforce Post-Ebola" program which aims to strengthen the capability and resilience of Liberia's frontline health workforce to address second order impacts from the Ebola crisis while strengthening the resilience of the workforce to provide quality, safe and respectful services. The Finance Assistant is responsible for providing financial support to MCSP Liberia Office and other Jhpiego-led programs to ensure the smooth running of the office in Monrovia. This includes handling day to day financial operations of the Monrovia office, with particular emphasis on handling accounts payable and receivable, expense reports, cash handling, payments and compliance to USAID and Jhpiego financial policies. S/he will implement and maintain an on-site financial accounting and bookkeeping system required to assure the integrity and effective performance of Jhpiego's financial operations. The Finance Assistant will report to the Finance Manager.

Responsibilities:

- Examines financial documents such as invoices, vouchers, expense reports and other documents such as purchase orders to ensure the completeness, accuracy, reasonability and validity of financial data.
- Maintains, monitors, and disburses funds from the project bank account(s) accordance with Jhpiego's financial policies and procedures as outlined in the Jhpiego Finance and Accounting policies manual for country offices, QuickBooks Manual, Banking Policy, Procurement Policy and any other policies.
- Ensures that accounting documents are filed on a timely basis, proper accounting records are maintained and compatible with standard accounting practice, JHU/Jhpiego and donor guidelines.
- Monitors and reconciles supplier statements on regular basis and ensures timely settlement of bills.
- Responsible for collection and disbursement of cash and ensures that it is stored in a secure location.
- Maintain a cash register to ensure that there is a proper audit trail of all cash transactions within the organization.
- Monitors and reconciles travel expenses and project expenses to individual advances on a regular basis.
- Ensures that all unspent advances are deposited to the bank with 48 hours after receipt.
- Codes, tracks, and processes vendor invoices, consultant invoices and travel advances for payments on a timely basis.
- Posting entries into the accounting system on a daily basis.
- Assist the Finance Manager in preparation of monthly financial report, accruals and projections, and any other financial reports for review by the Senior Finance and Administration Manager.

USAID Grantee

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- Work with the Finance and Admin Managers to update various monitoring tools such as the purchase order log, motor vehicle log, airfare and airport transfers logs etc. as needed.
- Provide guidance/feedback to the Finance Team Lead to ensure the sound functioning of the Jhpiego Monrovia office.
- Assume other duties as assigned.

Required Qualifications

- Secondary Education with 3-4 years of years of experience in finance or accounting required; supervisory experience preferred/experience in management/business administration
- Degree in Accounting, Finance, or Business Administration an added advantage
- Knowledge of USAID regulations would be an added advantage.
- Previous experience with nonprofit organizations would be an added advantage.
- An understanding of maintenance of ledger entries, bookkeeping skills and bank reconciliation.
- Computers skills including use of spreadsheets and/or accounting packages
- Good oral and written communication skills to effectively communicate findings and analyses
- Cooperative, hardworking, flexible & dependable.
- Have integrity and a sense of confidentiality
- Position is opened to only Liberian nationals

Please read the instructions clearly and interested applicants should send their electronic Letter of Application & CVs to liberiahumanresources@gmail.com including three professional referees; one of whom must be a current or last employer, include email addresses and telephone numbers. The deadline for submission of application is **12 midnight, Thursday, June 14, 2018. Only short-listed applicants will be contacted. Jhpiego is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Female candidates are strongly encourages to apply. Failure to follow the instructions of applying, your application would be denied. For further information about Jhpiego, visit our website at www.jhpiego.org.**