



Job Title: Finance Officer
Country Program: Liberia
Location: IRC Country Offices, Monrovia.
Duration: 6 Months
Salary Range and Band: 8B
Start date: 1st March 2018

Female Candidates are strongly encouraged to apply

The IRC Globally and in Liberia

The International Rescue Committee (www.rescue.org) was founded in 1933. Our mission is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and regain control of their future. The [IRC's global 2020 strategy](#) commits our organization to creating measurable, meaningful change in the lives of people we serve, focusing on outcomes linked to their health, safety, power, education, and economic wellbeing.

The IRC has worked in Liberia since 1996 and is one of the largest humanitarian actors in the country. Guided by its 2015 – 2020 Strategic Action Plan, the IRC is striving to make measurable progress in the health, safety, and decision-making power of Liberian people. The IRC Liberia currently operates in Nimba, Lofa, Bong and Montserrado Counties. We have a varied portfolio of projects that includes long-term health systems strengthening programming and women and children programming.

Position Overview

The Finance Officer will be responsible for providing Finance and Accounting support to the Monrovia Office team. This position is part of the Shared Program Costs for IRC that supports all projects at determined Level of Effort.

The Finance Officer overall responsibility is to ensure that Country Office day-to-day accounting operations and financial functions are performed in accordance with IRC and Financial policies and procedures. He/She will provide quality financial reports & information, providing efficient financial & accounting services & support to programs implementation, IRC partners and our beneficiaries. He/She will abide by IRC core values of integrity, accountability and service to others.

This position will be based in the Country Office based in Monrovia and will locally report to the Finance Manager, CO for the day to day activities. The Finance Controller may request the incumbent of this position to support and provide their services to Field locations from time to time.

Specific Responsibilities

1) Document Review and Control

- a) Verify correct coding of expenditure on all Payment Requests, Purchase Orders and Purchase Requests and in all accounting documents.
- b) Ensure completeness and accuracy of supporting documents attachment on payment requests
- c) Ensure adherence to the Approved Authorization Matrix and Delegations of Authority for all authorizations on payment and purchase requests
- d) Make payments within set payment turn-over period to avoid delays in handling requests submitted to finance
- e) Maintain proper and systematic filing of all payment requests, accounting documents for the Country office
- f) Primary responsibility for Finance liaison with Supply Chain/Operations/Procurement for supplier statements.

- g) Reconciliation of supplies account balances with Supply Chain dept
- h) Ensure all Payment Requests and Purchase requests are registered in the Finance Register and allocated a tracking number.
- i) *Stamp "PAID" all accounting documents*

2) SUN Processing & BVA System

- a) Posting of entries and journals into the SUN System.
- b) Assist in production of monthly submission of SAF File to NY on timely basis
- c) Ensuring a backup is in done in SUN at all times
- d) Ensure data integrity and security, ensuring that the month end close- out files are submitted on time.
- e) Process monthly currency clearing and balance sheet reconciliation journals.
- f) Marking payments documents PAID in the BVA System and inputting cheque numbers in the BVA system for all payments.

3) Reporting - Donor & Other Financial Reports

- a) Maintain all donor files labeled, fully updated with contracts, reports submitted, governing clauses all other relevant documents,
- b) Attend all Budget Versus Actual review Meetings for the Country office program.
- c) Review accruals at grant closure and facilitate their prompt liquidation

4) Cash Flow Monitoring

- a) Monitor cash balances in the Country office offices to ensure adequate reserves at all time
- b) Ensuring that the Country office submit their cash forecast every month
- c) Verification of all Country office documents providing prompt feedback and follow-up on any issues noted
- d) Ensure spreadsheets and hard copy of the financial reports are received on a monthly basis
- e) Ensuring that Country office cash reconciliations are complete and correct.

5) Balance Sheet Accounts

- a) Extracting balance sheet account reconciliation's for the Country office on a timely basis
- b) Ensuring differences or discrepancies are brought to the attention of the FC and that appropriate action is taken.
- c) Reconciling Advance Tracking Sheets with the balance sheet reconciliation

6) Cash/Bank Management & Cash Forecasts

- a) Ensuring internal control procedures are followed in the Country office for all cash disbursements, receipts and transfers
- b) Preparation of Country office cash books and monthly reconciliations of cash records/worksheet
- c) Preparation of cash forecasts and CTR for the Country office
- d) Monitoring cash usage and requirements and advises the Finance Controller of possible unusual activity or requirements
- e) Working with field and program coordinators to help them develop more accurate cash forecasts
- f) Oversee the maintenance of an accurate and updated cash flow report.
- g) Work closely with the finance assistant to ensure that the sufficiency of bank reserves at all times for all bank accounts.
- h) Maintain an advance tracking tool for all Country office staff and ensure advance policy is followed at all times.
- i) Maintain office cash float and administer as per cash policy.

7) Payroll Support

- a) Review of Payroll documents such as Time sheets, overtime reports, Staff allowances reports, staff per diems and all other payroll related reports to ensure accuracy and, adequate support documentation.

- b) Submitting the reviewed payroll reports for MOH Staff and IRC Staff to the Finance Controller for final review in time for all staff to be paid by the last day of the month.
- c) Payment of cash for salary advances, staff per-diems and any other allowances as approved for Staff and distributed to the required staff in time.
- d) Collect details for Staff salary advances, salary deductions, recoverable advances and submit to Finance Controller for review and onward submission to HR for inputting in the payroll.

Key Working Relationships:

Position Reports to: Locally to Finance Manager, CO.

Position directly supervises: None.

Job Requirements

- Degree OR Diploma in Accounting, Business Administration, Commerce or Finance with a recognized professional certificate in accounting.
- OR Partial/Full CPA, ACCA, etc Professional Certification.
- Minimum of (2) years of Accounting and Financial experience in Accounting and Finance preferably in NGO/INGO Setting.
- Computer Literate with knowledge in MS Office and financial related software (spreadsheets, accounting packages).
- Able to communicate effectively (written and verbal) in English.
- Ability to work independently and with minimum supervision in the Program to ensure optimal functioning of the Finance operations
- Excellent interpersonal, organizational, time management skills, team player.
- Ability to work in and as a team involving a diversity of cultures.
- Ability to work in stressful environment, emergency situations, problem analysis & solution.

Standards for Professional Conduct:

The IRC and IRC workers must adhere to the values and principles outlined in *IRC Way - Standards for Professional Conduct*. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

To apply: e-mail your CV and covering letter to: IRCLiberia.Recruitment@rescue.org Finance Officer as subject of your email or address it to: Admin/Human Resource Manager, International Rescue Committee, 11th Street Sinkor, Russell Avenue, Sinkor, Monrovia, or forward it to IRC's nearest offices in Sanniquellie, Bong, Lofa, Nimba. Clearly label the envelope (Application: Finance Officer, Country Program – (Monrovia, Liberia).

Deadline for Application- February 21, 2018 @ 4:00 PM