



Plan International Liberia
Job Announcement (1 Position)
Staff-308-12-2018- Finance and Admin Officer.

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 Global Fund Program Continuation grant implementation:

Title: Finance and Admin Officer
Location: Nimba
Status: National Post (Fixed Term)
Department: Finance
Reports to: Malaria Program Coordinator

Summary of the position:

Ensure that all Plan's financial operations are conducted as per the prescriptions of the Operations Manual (OM). Whenever there is an exception adequate explanation should be provided and approved by appropriate management level. And ensure that all payments are accurate and processed on a timely manner.

Roles and Responsibilities:

Financial Reports:

- Participate in the preparation of Country's annual budget and Year-end report.
- Maintain and update Log book and Sub ledger for all advances, deposits, prepaid expenses, etc regularly.

Payment:

- Prepares Journal Voucher
- Reviews PC vouchers
- Receives invoice & support (voucher package documentation) (VPD)
- Assembles VPD
- Prepares payment voucher (PV)
- Prepares cheque
- Cancels VPD
- Maintain files for VPD
- Reconciles bank accounts
- Prepares financial statements
- Data entry to computer
- Ensure that all vouchers are properly attached with genuine, accurate and match each other, with arithmetic calculation and proper approval as per FOB.
- Ensure that all completed payment requests are processed in a timely manner.
- Cancel (stamped PAID) all PV and their supporting documents.
- Ensure that cheques are accurate and match with the supporting documents and will be signed by authorize signatories.
- Ensure that all the cheques issued or cancelled and all the vouchers raised or cancelled are follow the requirement in FOB.
- No cheque issued if it is not approved by FM or by appropriate authorizer.
- Ensure that we do not release cheque to the payee if there is no submission of the receipt.
- Ensure that the Receipt matches and attaches to the right payment voucher.

Payment Advance (Purchase Advance and Travel Advance):

- Ensure that staff liquidates advance taken no time.
- Ensure that no second advance will be given to the same staff if there is no liquidation done for the first advance.
- Follow up with the staff and ensure that there is no over 1 month-outstanding advance on the record without a very good explanation.

Banking and Treasury:

- Handle/keep cheque books.
- Control at least once in a quarter a petty cash count at CO or in a PU

Budget Compliance:

- Participate in budget preparation
- Provide assistance and facilitate training to other non-finance staff and budget issues.

General Ledger:

- Enter Approved and Revised Program budget code in GL.
- Enter all vouchers in GL on timely manner.
- Ensure that the transactions are complete and accurate with self-explanatory and understandable description to whoever reads them.
- Maintain GL log-book.

- Maintain a good filing for all vouchers in the limited access area.
- Maintain a record of vouchers borrowed by staff and ensure that they are returned and kept in the files.

Others:

- Share good experience/practice among the team.
- Keep Country Accountant informed of any initiative or difficulties relating to the job's responsibilities.
- Any other duties that may be assigned from time to time.
- 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.

Qualifications, Skills and Experience

- Bachelor's degree in accounting or equivalent is required.
- Minimum 3 years relevant experience in a similar position in a comparable organization.
- Good knowledge of local accounting practices, standards, procedures and regulation

Skills:

- Computer literacy
- Good knowledge of accounting software as well as Excel, Access, Word and PowerPoint.
- Fluency in written and oral English
- Demonstrate ability to give and receive feedback and criticism in a constructive and open way
- A good team member.
- Good listening and good communication
- Troubleshooting
- Good ability to plan.

Leadership Behaviours:

- Develops learning and continuous improvement
- Communicates effectively
- Demonstrates team spirit

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

- 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.

Applications:

Last date for submission of Application (CV and cover letter) is: 21st December, 2018 by 4:30 pm

Interested candidates need to send their updated CV and a cover letter to 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 and Admin Officer- (Indicates Location)*** 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.**