



OXFAM

Vacancy Advertisement

Finance Assistant-Partnership

Annual Salary and Benefits	Competitive package
Internal Job Grade	National E1
Contract type	Open ended
Reporting to	Finance Coordinator Operations
Staff reporting to this post	None
Locations	Monrovia / Zwedru Office

Oxfam Purpose

To work with others to find lasting solutions to poverty and suffering.

Country Purpose:

In 2020, Liberian women and men have an equal, sustained, representative and equitable dialogue with each other and the State on strategies to redress inequalities, which will as a means reduce poverty.

Oxfam in Liberia believes in and work towards a gender-focused active citizenship movement as the basis for the development of a Liberia that is just, equitable, inclusive and has the basis for development and growth.

To that end, Oxfam in Liberia believes that it is crucial that civil society has a voice that is built on gender justice. We believe that a strong and empowered social movement that is representative of the voices of women as much as that of men, of male and female youths as much as that of their elders, that recognizes the diversity of the population and their needs will contribute to a **Liberia with an improved quality of life characterized by active citizenship, equitable and**

sustainable development in a just and inclusive society, Oxfam' vision for Liberia. In conjunction with this, and in alliance with civil society, we will continue supporting the government in the development of systems that contribute to the vision.

Team Purpose:

To ensure effective and smooth running of the Liberia Programme in compliance with Oxfam and donor policies & procedures; to provide complete, timely and accurate financial data for the Liberia programme; and to provide financial and risk management expertise.

Job Purpose

To support Oxfam Liberia Programme in its partnership management by supporting partners to maintain its financial record as per the prescribed policies and procedures and to ensure Partners submit accurate and timely reports.

Key Responsibilities and Accountabilities

- To review all data held on file for Oxfam project partners
- Ensure that Budgets for partners are correctly entered in OPAL against correct IDs
- Ensure that Partner Agreements are attached in OPAL projects
- Ensure phasing of Budget in OPAL is according to Agreements signed with partners
- Ensure that partners don't unnecessarily active in OPAL
- Carry out assessment of new partners on the prescribed forms and carry out re-assessment when required.
- Maintain database of Oxfam project partners listing essential contact and agreement details
- Create a database of Oxfam project partners containing detailed financial information of funding areas of spend for each partner and partners in total
- Review financial reports of partners and provide comments to Program Managers for any required review/action.
- To create files of financial reports submitted by the project partners
- Actively contribute to the visits of Oxfam partners and review of their finances in accordance with Oxfam standard procedures
- Involve in assessment of partners in financial terms and their capabilities in adhering to the required standards of Oxfam GB.
- Provide support to partners in planning the utilisation of funds allocated by Oxfam and monitor their performance and reporting deviations
- Ensure that receipts and utilisation of funds by the partners adhere to the legal requirements
- Organise financial training for partners as applicable to ensure that the financial standards required of them are always maintained
- Prepare a monitoring system tailor-made to every donor agency with a view to disseminate and generate the required reports
- Ensure that grants are utilised as per agreed budget and any deviations are ratified by the management

- Ad hoc tasks as assigned by Line Manager.

Technical Skills, Experience & Knowledge

Essential

- 2 years of working experience with INGOs plus qualification in finance / accounting
- Excellent computer literacy particular MS Excel.
- Excellent numerical skills
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Desirable

- Experience of audit and financial reviews of partners

HOW TO APPLY:

Please send application using this email LiberiaOGBrecruitment@oxfam.org.uk.

Deadline for application is February 21, 2018.