



VACANCY NOTICE

POSITION: FINANCE DIRECTOR

BACKGROUND:

The Liberia Extractive Industries Transparency Initiative (LEITI) is an autonomous public entity created by statute to promote transparency over extractive industry revenues. It is part of a global initiative known as Extractive Industries Transparency Initiative (EITI) International.

The LEITI is overseen by a Multi-Stakeholder Steering Group (MSG), comprising the government, civil society, representatives of companies in Liberia's extractive industry, the National Traditional Council of Liberia, and international development partners as observers. The LEITI Secretariat is responsible for the day-to-day implementation of the policy decisions and directives of the MSG and leading nationwide efforts in implementing Liberia's LEITI law and the EITI Standard. The Secretariat's role specifically includes outreach, advocacy, communication, monitoring, and facilitating information sharing.

More information about the LEITI can be found on the LEITI website: www.leiti.org.lr.

The Liberia Extractive Industries Transparency Initiative (LEITI) is now looking for a competent and dynamic Liberian to serve as **Finance Director**.

DUTIES AND RESPONSIBILITIES:

The Finance Director is the Chief Financial Officer of the LEITI. He/she has the responsibility to handle and coordinate all financial management, financial reporting, and compliance functions and obligations of the LEITI, including performing the following specific roles and responsibilities:

1. Ensure adequate internal controls -- Required financial documents exist and remain current; accounting policies and procedures are constantly updated; LEITI assets are adequately safeguarded, and reports are made to the Head of Secretariat of any financial irregularities.
2. Develop and/or improve financial information systems to ensure they are compliant with donors' standards.
3. Implement financial management policies and procedures and develop tools and systems for ensuring compliance with LEITI's overall policies with the government, donors, and other partners' financial and administrative policies and procedures; ensure implementation of policies and control systems for purchases, stores, inventory, and others.
4. Develop and/or improve systems to ensure proper cash management -- funds are always available for LEITI and are within the minimum and maximum limits (monitoring funding and cash flows) and that cash is managed correctly and secured; prepare appropriate periodic cash management reports, especially as per funders' requirements.
5. Coordinate the annual financial planning process for the LEITI (including donor negotiations), providing budgets for the organization's operation in line with yearly work programs and funders' requirements; review and revise budgets as appropriate and report periodically on-budget performance (budget vs. actual).
6. Produce periodic financial reports for the Multi-stakeholders' Steering Group (MSG), donors, and other stakeholders, as may be required from time to time; make recommendations on financial management issues.

7. Facilitate and coordinate the external audit; lead the development of action plans based on both external and internal audit recommendations and monitor progress on achievements.
8. To carry out such other duties and functions as shall be assigned by the Head of Secretariat or the Deputy Head of Secretariat.

REPORTING PROCEDURE:

The Finance Director shall report to the Head of Secretariat.

MINIMUM QUALIFICATION:

1. An advanced university degree in finance, economics, accounting, or related disciplines or a bachelor's degree in any of the above fields with at least seven years of progressive working experience within the government, private, or public sector.
2. Ability and/or experience in undertaking independent economic and financial analysis.
3. 5 to 6 years of progressively responsible managerial or supervisory experience in the financial realm.
4. Experience with extractive industries and/or governance-related work is an added advantage.
5. Excellent organizational skills, time management, and attention to detail.
6. Ability to work in a professional team and proven ability to work with governmental institutions, donor institutions, private sector, and civil society.
7. Excellent knowledge of auditing and accounting standards.
8. Computer literacy and proficiency in Microsoft Word, Excel and PowerPoint, Quick Books, and other financial accounting software.
9. Excellent writing, research, and analytical skills.

INSTRUCTIONS: All applications should be addressed to:

Mr. Jeffrey N. Yates
Head of Secretariat, LEITI
Old Bureau of Budget Building (Adjacent to Executive Mansion)
Redemption Road, Capitol Hill
Monrovia, Liberia
P.O Box 4074, Monrovia, Liberia
E-mail: j.yates2007@yahoo.com or jefferynukatayates2000@gmail.com

The deadline for submission of applications is Wednesday, July 28, 2021, at 1600 hr. **ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED. PLEASE INDICATE IN THE SUBJECT LINE "Letter of Application for the Post of Finance Director":**

ONLY short-listed candidates will be contacted.

QUALIFIED FEMALES ARE ENCOURAGED TO APPLY.