



Jeremy Holden /FFI

Finance Officer, South-East Liberia

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
Fauna & Flora Vice-president

Fauna & Flora

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

Liberia Team

Liberia is home to large remaining intact sections of Upper Guinean Forest Ecosystem (UGFE), a global biodiversity hotspot rich in endemic and endangered species not found elsewhere. Fauna & Flora began working in Liberia in 1997 and played a crucial role, together with partners, in re-establishing operations in the country's oldest protected area – Sapo National Park, in south-east Liberia - after years of civil conflict. Fauna & Flora has since worked closely with partners to support biodiversity conservation across Liberia and establish the foundations for sustainable and equitable forest and environmental management. In 2006, the Liberian Government made a declaration to put aside 30% of its forest for a protected area network (PAN).

Today Fauna & Flora's operations in Liberia has extended beyond the south-east to the north-western forest landscape. The two forest landscapes are home to Liberia's remaining and intact section of the UGFE, which is a biodiversity hotspot and rich in endemic and threatened species, and one of the most endangered terrestrial ecoregions in the world. These forests are at risk from extreme and immediate threats, such as expansion from shifting agriculture, mining and poaching.

Fauna & Flora's Liberia programme continues to focus on building capacity at multiple levels within Liberia to enable long-term management of natural resources. It supports mechanisms for community-based natural resource management, working through local partners and with industry, and engaging with relevant international, regional and national stakeholders including local communities, non-governmental and civil society organisations, and local and central government agencies.

Fauna & Flora's work in the South-East region covers the forest west and south of the Sapo National Park (SNP), Liberia's oldest and largest protected area and the transboundary Tai-Grebo-Krahn-Sapo Forest Landscape (TGKS) between Liberia and Côte D'Ivoire, which is recognized as a global biodiversity hotspot and is the largest tract of contiguous forest left in the entire Upper Guinea ecosystem, representing the greatest opportunity to establish and maintain protected areas containing large intact stands of forest. This landscape hosts distinctive communities of fauna and flora, including the critically endangered West African chimpanzee, the endangered pygmy hippopotamus, the vulnerable African Forest elephant, the vulnerable zebra duiker and an assortment of plant species, including species that are new to science.

The Opportunity

Fauna & Flora is seeking a Finance Officer South-East Liberia to support financial and compliance management and administration of Fauna & Flora's diverse grant portfolio, including major statutory funders such as USAID, EU and UKAID. The growth in Fauna & Flora's Liberia programme provides an excellent opportunity for the successful candidates to underpin the

programme's grant and financial management in a professional way to support effective delivery of Fauna & Flora's conservation projects.

Working closely with the Liberia Programme financial, administrative and technical teams, and based at our field office in Sapo National Park, Sinoe County, the successful candidate will support multiple aspects of operational and financial management of donor funds along with some general tasks, supporting field teams at site-level.

The candidate will have experience in operational and financial administration, including experience of donor compliance, financial accounting, teamwork and logistics. The candidate will possess a background in NGO environment and demonstrate commitment to Fauna & Flora's organisational values.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	1-year Fixed term Contract, with potential to extend subject to funding availability.
Probation Period:	3 months
Gross Annual Salary:	USD 16,980
Location:	Finance Officer, South-East will be based at the Sapo Conservation Centre in Sapo National Park, Sinoe County Both roles will be required to travel to the Fauna & Flora's office in Monrovia and to other Fauna & Flora project sites within the South-East landscape as required.
Benefits:	For national appointments statutory Labour Law requirements regarding labour rights applies. <ul style="list-style-type: none">• 15 working days' annual leave entitlement plus national public holidays and other statutory allowances within the first 3 years of continuous service and 20 working days from the fourth year onwards• Group Life, Medical and accident insurance
Hours of Work:	This is a full-time position, working Monday to Friday from 8.30am to 4.30pm with a one-hour lunch break. These hours may vary depending on the requirements of fieldwork and may require working on weekends.

N.B. This is an unaccompanied position.

Job Description

Job Title:	Finance Officer, South-East
Reports to:	Finance Manager
Line Manages:	Finance and Admin Assistant
Key working relationships:	Landscape Managers Grant & Operations Manager, Liberia Project Managers Liberia Programme Technical Teams Admin and Finance Team

Purpose:

Under the immediate supervision of the Finance Manager, the Finance Officer will offer support towards ensuring that all the financial and administrative functions of Fauna & Flora in the Project Site are effective, transparent and legally appropriate to support Fauna & Flora's programme of work, in conformity with specific funder requirements, Fauna & Flora's norms and international best practice.

Responsibilities:

Working with other members of the Liberia Programme the Finance Officer will:

Financial management

- Assist in financial reporting for the project site to the extent needed by the Liberian Fauna & Flora Finance team.
- Assist to maintain existing financial systems including but not limited to general expenses processing, travel expense claims processing and income & expenditure records.
- Support financial management in processing financial transactions on cashbooks and Focal Point such as raising Purchase Orders, External Sales Invoices and transfers.
- Support cashflow management: provide support in moving money between offices and bank errands including withdrawals and deposits.
- Assist Landscape team in budget preparation and Fauna & Flora Liberia Country Finance Office institutional or fund audits.
- Help maintain Liberia Milestones on Focal Point.
- As delegated, support Financial Management in month end procedures and help ensure a strong internal control environment.
- As relevant, assist in partner capacity assessment and building with regard to financial management and systems.
- Regular financial reporting of Petty cash and reconciliation

Administration

- Assist to process administrative payments within the project site
- Assist timely and regular submission of all documentation to Monrovia office
- Help provide general administrative support to Fauna & Flora staff
- Support Fauna & Flora Liberia staff in ensuring compliance to internal and external rules.

General Officer management

- Assist to receive in-coming correspondence on financial and administration matters and ensure that it is properly recorded, and brought to the timely attention of the Finance Manager and/or Administrative Manager, Liberia.
- Support office duties and general administrative tasks such as minute taking or dealing with the post.
- Support the procurement and purchasing of office supplies and equipment and materials needed for project activities.

Others

- Support on documenting the visibility and communication of Fauna & Flora activities (photos) within the Southeast Landscape.
- Carry out any other tasks from time to time that may be requested of you as an Fauna & Flora staff member that are in line with your skills and experience.

Person Specification

	Essential	Desirable
Skills, Knowledge and Experience	<ul style="list-style-type: none"> • A Bachelor's degree in finance or accounting or equivalent work-related experience in any of the following areas - Accounting, Banking and Finance, Business Administration (if the latter the candidate must have experience working in the Finance sector) • Fluency in spoken and written English • Minimum of 2 years of work experience in finance • Experience in full grant cycle processes, from budgeting to grant closure • Understanding of the statutory and regulatory compliance frameworks within which development projects operate • Good written and communication skills as well as interpersonal skills • Experience in working with diverse group of stakeholders including government, civil society and donors • Experience working within an NGO environment • Strong Microsoft Office skills, including Outlook and Excel and experience with financial accounting programmes • Excellent time keeping, attention to detail, patience, and time management skills 	<ul style="list-style-type: none"> • Knowledge of the southeast Landscape in Liberia
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Must be a good team player and be willing to support the project and wider programme in a flexible but highly efficient manner • Willingness to undertake field travel nationally on occasion, as required. • Ability to work under pressure • Ability to work to multiple deadlines 	<ul style="list-style-type: none"> • Ability to make creative links between individuals, communities and others • Adaptable and flexible approach to work
Other	<ul style="list-style-type: none"> • Strong commitment to conservation • Willingness and ability to live and work in rural Liberia • The candidate must have the right to live and work in Liberia 	<ul style="list-style-type: none"> • Experience working in a rural area

Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to liberiajobs@fauna-flora.org

Please mark your application '**Finance Officer, South-East**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **October 21, 2024**. Interviews are likely to take place during the week commencing **November 4, 2024**.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Mrs. Mary Weah, Administrative Manager, Fauna & Flora on Email: mary.weah@fauna-flora.org.

Fauna & Flora values diversity and is committed to equality of opportunity