



REPUBLIC OF LIBERIA
MINISTRY OF FINANCE & DEVELOPMENT PLANNING
1000 MONROVIA, 10 LIBERIA



VACANCY ANNOUNCEMENT

CODE: DOCAG/DOP/04/14/30/MFDP

EXTERNAL RECRUITMENT

Position: TECHNICAL LIAISON FOCAL POINT

Starting Date: April 14, 2025

Ending Date: April 30, 2025, at 4:00 pm

All applications shall be addressed to the Human Resource Unit, 3rd Floor, Ministry of Finance and Development Planning, Broad & Mechlin Streets, Monrovia, Liberia, via email: **hrservices@mfdp.gov.lr**



REPUBLIC OF LIBERIA
MINISTRY OF FINANCE AND DEVELOPMENT PLANNING
DEPARTMENT OF COMPTROLLER AND ACCOUNTANT GENERAL
JOB DESCRIPTION



Position Title	TECHNICAL LIAISON FOCAL POINT
Report To:	Head/Ministerial Delivery Unit (MDU)
Directly Supervises	N/A
Department/Functional Relations	FM/DOA/DFA/ DEM /DBDP/CAG
External Relationships	Public, Ministries, Agencies, and Commissions, Development Partners, Judiciary, Legislature, etc.

Background

The Comptroller & Accountant General Department (CAGD) is pivotal in ensuring the integrity of public financial management in Liberia. This department is responsible for treasury operations, financial reporting, bank reconciliations, and debt tracking, and plays a key role in enforcing fiscal accountability and transparency. In the context of increasing donor involvement and the need for enhanced financial controls, the integration of a Technical & Liaison Focal Point within the CAGD will support the Ministry in achieving improved financial discipline and timely, accurate reporting. This role is critical to ensuring that all financial transactions and treasury operations meet the necessary standards, comply with both national and international regulations (such as IPSAS), and effectively support the delivery of key government programs.

Purpose of the Assignment

To act as the dedicated technical and liaison interface between the Comptroller & Accountant General Department and the Ministerial Delivery Unit (MDU). The focal point will provide support in managing treasury functions, oversee the implementation of financial reforms, and ensure accurate and transparent financial reporting. The position aims to enhance the integration of financial data into the decision-making process, ensure compliance with public financial management standards, and support the monitoring of donor-funded financial activities.

Key Responsibilities:

Liaison and Coordination

- Serve as the central point of contact between the CAGD and the MDU, ensuring a smooth flow of financial information and updates.
- Actively participate in departmental and interagency meetings, representing the CAGD and ensuring alignment with the Ministry's financial strategies.
- Coordinate with internal teams and external partners (including donor agencies) to resolve issues related to financial reporting and treasury operations.

Delivery Support

- Support the implementation and monitoring of financial reforms, including the roll-out of IPSAS-compliant reporting frameworks and the Integrated Financial Management Information System (IFMIS).
- Oversee the management of cash flow, ensuring that funds are available to meet financial obligations and that disbursements are executed efficiently.
- Track the timely execution of financial transactions and donor disbursements, ensuring adherence to prescribed timelines and procedures.

Data and Reporting

- Compile and analyze financial data to prepare monthly and quarterly reports on treasury performance, bank reconciliations, and debt servicing.
- Develop dashboards and reporting tools that provide real-time insights into financial performance for the MDU and the Minister's Office.
- Validate financial reports and reconciliation statements to ensure accuracy, completeness, and compliance with regulatory requirements.

Technical Advisory

- Provide expert advice on treasury management, including the reconciliation of bank accounts, cash management strategies, and the resolution of financial discrepancies.
- Recommend process improvements and best practices for enhancing the efficiency and transparency of financial operations.
- Advise on the technical aspects of transitioning to accrual-based financial reporting and improving the overall quality of financial data.

Cross-Departmental Integration

- Collaborate with the Budget, Fiscal Affairs, and Economic Management Departments to ensure that financial data and reporting systems are aligned and integrated.
- Ensure that donor-funded projects and Public Sector Investment Projects (PSIPs) are accurately tracked and reported within the overall financial management framework.

- Support cross-functional initiatives aimed at strengthening public financial management and accountability across the Ministry. Experience working with donor-funded projects and managing financial audits is an asset.

Competencies

- Deep technical expertise in financial management, accounting standards, and public treasury operations.
- Exceptional analytical skills and the ability to interpret complex financial data to provide actionable insights.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with multiple stakeholders.
- High level of integrity, attention to detail, and commitment to transparency in financial reporting.
- Strong organizational and problem-solving skills, capable of managing multiple priorities in a fast-paced environment.
- Proficiency in financial software applications and advanced knowledge of Microsoft Excel.

Required Qualifications and Experience

- Bachelor's degree in Accounting, Finance, Economics, or a related discipline (Master's degree is preferred).
- A minimum of 5 years of relevant experience in public sector accounting, treasury management, or financial reporting.
- Professional certification such as CPA, ACCA, or equivalent is highly desirable.
- Proven experience with IPSAS, IFMIS, and other modern financial management systems.