**JOB VACANCY ANNOUNCEMENT**

**Position and Assignments:**

1. Position: Finance Officer
2. Immediate Supervisor (s): Finance and Administration Manager
3. Immediate Supervisees: None
4. Duty Station: 70% Monrovia and 30% Field
5. Contract Duration: One year (with possible extension)

**Background**

The UNDP, with funding provided by the European Union Delegation in Liberia, is implementing the LEH-GO-Green project whose goal is to improve natural resources governance and business environment for sustainable forest-based activities in line with the 2021-2024 EU Programming Forestry & Conservation Contribution to TEI ‘Sustainable Forestry and Biodiversity Conservation in Liberia. SCNL has been identified as an Implementing Partner to support a component of the project whose objective is to enhance access to forest-based revenue and livelihood opportunities for improved forestry and conservation activities under Outcomes 1: Community Conservation Agreement (CCA) developed and implemented to support sustainable livelihood and nature-based solutions in targeted authorized forest communities; and Outcomes 3: Resilient and diversified income and livelihood opportunities and business development of forest-related enterprises created and strengthened. The SCNL will execute these components of the project in collaboration with the FDA.

The target beneficiaries are 30 forest-dependent communities, comprising 500 households around the Gola Forest National Park and Grebo-Krahn National Forest. Some of these communities will also be participants of four (4) Conservation Agreements for which SCNL will provide technical support to UNDP and FDA, SCNL is expected to work with other partners, sharing expertise and knowledge to support implementation and will benefit from capacity-building as a result of being involved in managing the project.

**Post Description:**

To effectively support the project implementation, SCNL is seeking to recruit a Finance Officer with key responsibility for the overall financial management and administrative functions of the project, working with the Project Coordinator and other project leads to ensure the effective use of project funds to achieve project objectives on time and in compliance with EU financial management guidelines, established internal policies, and statutory requirements. The successful candidate will implement the project’s day-to-day accounting and administrative functions and ensure that adequate internal control measures are effected over key business processes associated with the project implementation for reliable financial information and that contractual conditions are met. The successful candidate will report to the Finance and Administration Manager.

The main duties and responsibilities of the Finance Officer will include, but not limited to:

* Performs key Project Financial system maintenance functions such as setting up functional charts of accounts, creation of GL codes, subsidiary ledgers, and supporting schedules;
* Ensure strict adherence to the project's financial, procurement, and administrative guidelines as required by donors and other stakeholders;
* Ensure reliable accounting records are maintained; following the best International Accounting Standards and relevant financial management guidelines;
* Ensure timely recording of all financial transactions and end-of-month closing, as well as project bank accounts monthly reconciliation;
* Prepare project Budget Utilization Reports (to ensure that expenditures are always within budgets);
* Prepare Cash flow Statements and periodic project mini-budgets and review activity budgets as the need arises;
* Maintain reliable project collaborating partners' prepayments and cash advances Schedules;
* Maintain updated project Fixed Assets Registrar regularly;
* Prepare all other statutory reports for management and external parties, as may be required;
* Follows up on audit findings to ensure that management has taken corrective action(s);
* Coordinate and interact with external partners while serving as the focal person representing the organization on financial issues;
* Assist and train other junior staff in technical areas, when the need arises;
* Advise/bring to the attention of the FAM all problem areas that may need his attention; and
* Execute other assignments as designated by the FAM and other senior staff but within the scope of work required of a Finance Officer.

**Competencies**

* Demonstrates integrity by modeling the SCNL values and ethical standards;
* Flexibility and ability to operate in different cultural settings and with a variety of stakeholders, culturally and gender-sensitive;
* High-level planning, organizational, and time management skills, including flexibility, attention to detail, and the ability to work under pressure to meet challenging deadlines;
* A high level of computer literacy is essential (in particular Microsoft Excel, Microsoft Word, and Power Point Presentation);
* Analytical and problem-solving skills of high order, including the ability to formulate recommendations and advise senior management on tackling difficult situations;
* Leadership qualities, including the ability to make sound judgments, meet challenges constructively and creatively;
* Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials and development partners
* Ability to quickly adapt to change, and to remain calm under pressure
* Fluency in written and spoken English.

**Qualification and Experience**

Education:

* Bachelor’s degree in accounting or related discipline.

Experience:

* Minimum of five (5) years of professional work experience with progressive responsibility in accounting, administration, and other related disciplines;
* Minimum of three (3) years experience working in a donor-funded financial management environment;
* Proficient in Microsoft Office suite and QuickBooks accounting software;
* Good analytical, problem-solving, and communication skills;
* Sensitive to cultural issues of diverse settings; and
* Fluency in English, both verbal and written.

**Submission of Applications**

Please submit a letter of application along with copies of academic credentials address to:

The Finance & Administrative Manager

Society for the Conservation of Nature of Liberia (SCNL)

Henry’s Compound, Opposite the German Embassy

Tubman Boulevard, Congo Town

or email: [vacancy@scnlliberia.org](mailto:vacancy@scnlliberia.org)

Deadline for Applications: June 30, 2024

***Females and persons with disability who are qualified are encouraged to apply***