

# Society for the Conservation of Nature of Liberia (SCNL)



Henry's Compound, Opp. German Embassy, Tubman Boulevard, Congo Town,

P. O. Box 2628 Monrovia, Liberia, West Africa

☎: (+231) 886-573-612/0555831170/0777822456

E-mail: [info@scnlliberia.org](mailto:info@scnlliberia.org),

Website: [www.scnlliberia.org](http://www.scnlliberia.org)

## JOB VACANCY ANNOUNCEMENT

### Position and Assignments:

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| 1. <b>Position:</b>                | Finance Officer                     |
| 2. <b>Immediate Supervisor(s):</b> | Technical Lead                      |
| 3. <b>Key Relationships:</b>       | Technical Lead, PMU Staff           |
| 4. <b>Duty Station:</b>            | Monrovia, with travels to the field |
| 5. <b>Contract Duration:</b>       | One year (with possible extension)  |

### Background

The Government of Liberia, through the Environmental Protection Agency of Liberia, in collaboration with the Society for the Conservation of Nature of Liberia, received funding from the Global Environment Facility (GEF) through Conservation International GEF Agency (CI-GEF) to implement a five-year project titled ***“Strengthening Conservation and Effective Governance of Liberia’s Critical Forests in the Northwest Liberia Landscape”***. The project’s objective is to enhance ecosystem services and improve socioeconomic conditions in Northwest Liberia by promoting integrated and inclusive management of intact forest landscapes, including protected areas, and supporting collaborative transboundary watershed management through five components: 1: Establishment of proposed protected areas and promote the effective management of existing protected areas; 2: Promotion of innovative climate-resilient and conservation-friendly livelihoods and enterprises; 3: Strengthening transboundary watershed and forest landscape management; 4: Capacity building and strengthened collaboration, learning, and knowledge sharing; 5: Monitoring and Evaluation (M&E) Framework. For more information about the project, please refer to this link [HERE](#).

The results of this project will contribute to the success of the [Guinean Forests Integrated Program](#) (GFIP), aligning with the program's objectives to promote sustainable forest management and environmental resilience across the region.

Conservation International, as the Implementing Agency, will perform technical and financial project oversight and supervision, assuring compliance of the project with GEF policies and procedures as well as monitoring and evaluation of the project activities. The Environmental Protection Agency of Liberia, the Executing Agency, will take the lead role in monitoring the Project to ensure oversight and maintain strategic focus. SCNL, as the executing agency support partner, is the direct grantee and will co-execute the project and lead the field execution of project activities. SCNL will also support the reporting and monitoring of project activities and host the Project Management Unit (PMU). SCNL will implement components 1, 4 and 5 in collaboration with the EPA and FDA. Partners in Development (PADEV) and The Nature Compact (TNC) are the two implementing partners or sub-grantees on the project for components 2 and 3 respectively.



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To carry out the expected components and outcomes above, SCNL is seeking to recruit a highly qualified professional to fulfil the role of Finance Lead. S/he will serve as a project support staff in the PMU and work closely with the EPA, project team and other project partners—PADEV and TNC.

## Duties and Responsibilities

Under the supervision of the Technical Lead, the Finance Lead will carry out in collaboration with other implementation partners the tasks below:

- 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.
- Prepare the quarterly financial report for the project.
- Ensure that the project complies with the established mitigation measures for implementation as well as the minimum requirements of the GEF Fiduciary Standards
- 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.
- Follow 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.
- Support the Guinean Forests Integrated Program's regional coordination and learning project as needed and guided by the Technical Lead.
- Assist and train other junior staff in technical areas, when the need arises.
- Advise/bring to the attention of the Technical Lead all problem areas that may need his/her attention; and
- Execute other assignments as designated by the Technical Lead and other senior staff but within the scope of work required of a Finance Lead.



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## 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.
- 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 (Microsoft Package).
- Analytical and problem-solving skills of high order, including formulating recommendations and advising senior management on difficult situations.
- Leadership qualities, including the ability to make sound judgments, and 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.
- A master's degree is an added advantage.

### 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.



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## 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: April 30, 2025

*Qualified females and persons living with disability are encouraged to apply*

