



## Italian Association Amici di Raoul Follereau (AIFO) – AIFO-Liberia

### Vacancy Announcement No. 113/21

Issued on: 13 October 2021

Deadline for Application (extended): 15 November 2021

#### Position Title: Accountant (National position)

AIFO Liberia is seeking to fill the role of Accountant in the finance team.

Qualified women and men with disabilities are strongly encouraged to apply.

#### AIFO Liberia

The Italian Association Amici di Raoul Follereau (AIFO) is an Italian non-for-profit organisation that has been present in Liberia since 1997. AIFO Liberia offers opportunities for people affected by leprosy, persons with disabilities (PWDs), women/children and members from vulnerable and marginalised communities to lead a better quality of life. AIFO Liberia focuses on healthcare and economic empowerment to provide a better quality of life and create large scale positive change. AIFO Liberia is accredited by the Ministry of Finance and Development Planning, Republic of Liberia; accreditation number 0094.

#### About the Role

This is a 1-year contract, with a 3-month probation period and with the possibility of renewal.

#### Objectives

The Accountant will be in charge of project expenses records and cash management duties. S/he will report to the Country Administrator and work closely with the Finance Administrator and Logistician, and Contracts and Grants Officer.

#### Main responsibilities are (but limited to):

1. Collecting, verifying, recording, analysing and reporting of project administrative operations: Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
  - a. Data entry in AIFO administrative software (NPS) on a daily basis.
  - b. Guarantee the correct registration of the costs as per the Project Budget Breakdown.
  - c. Ensure the preparation of proper administrative supporting documentation.
  - d. Ensure the timely preparation of payment vouchers and payments.
  - e. Verify the completeness and formal correctness of the supporting documentation.
  - f. Responsible for assisting with month-end and year-end close activities and preparation of periodic financial reports for donors.
  - g. Support with forecasting and preparation of fund requests.
  - h. Maintain and update the filing of project administrative documents in the Finance Office and on AIFO's server.
  - i. Support the local partners with the financial planning and reporting.
  - j. Cash management duties:

- responsible for cash box and cash counts, cash and bank reconciliation on daily basis, etc.
  - responsible for cash declaration and bank statements on monthly basis;
  - valuation of other balance sheet items (payables, advances, loans, etc.).
- k. Procurement tasks, including:
- purchasing and maintenance of the project goods;
  - providing the needed supporting documentation, collecting offers, conduct quotation and bid analysis as required, etc.;
  - ensuring timely payments and follow-up with suppliers for contract signatures, delivery notes, and invoices;
  - ensure all AIFO's and donor procurement rules and procedures are complied with.
- l. Project logistics:
- operations in support of projects in general and of specific activities and missions;
  - maintain project mission logs and obtain mission orders and reports from staff in a timely manner.
- m. Ensure financial obligations are met in accordance with AIFO and donor procedures.

**Requirements to achieve role's objectives:**

- Bachelor's degree in accounting, finance, business administration or relevant field
- At least 3 years of proven professional experience in the same role
- At least 2 years of proven experience with INGOs working in development programming
- Good knowledge of main donors' administrative rules and procurement procedures (in particular EU and SIDA)
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint) and other relevant computer applications
- Excellent English written and verbal communication skills
- Excellent organizational and communication skills (verbal and in writing)
- Excellent interpersonal skills; Ability to work in a dynamic multi-cultural environment with (inter)national partners; Flexible and able to handle the pressure
- Ability to multitask, meet deadlines and work under stress; Ability to work independently and as part of a team; Reliable, detail-oriented, and accurate

**HOW TO APPLY**

To apply, send your CV, a cover letter detailing how you meet the job specification and three references to [aifoliberia@gmail.com](mailto:aifoliberia@gmail.com) indicating in the subject of the email: AIFO Liberia Accountant – No.113/21

We apologise in advance, but only qualified and shortlisted candidates will be contacted. We encourage applicants to submit the application well before the deadline date. The selection respects the principles of equal opportunities (Law 903/77).