



VACANCY NOTICE

POSITION: FINANCE DIRECTOR

BACKGROUND:

The Liberia Extractive Industries Transparency Initiative (LEITI) is an autonomous public entity created by statute to promote transparency over extractive industry revenues. It is part of a global initiative known as Extractive Industries Transparency Initiative (EITI) International.

The LEITI is overseen by a Multi-Stakeholder Steering Group (MSSG), comprising of government, civil society, representatives of companies in Liberia’s extractive industry, the National Traditional Council of Liberia, with international development partners as observers. The LEITI Secretariat is responsible for the day-to-day implementation of the policy decisions and directives of the MSSG and leading nationwide efforts in implementing Liberia’s LEITI law. The Secretariat’s role specifically includes outreach, advocacy, communication, monitoring and facilitating information sharing,

More information about the LEITI can be found on the LEITI website: www.leiti.org.lr.

The Liberia Extractive Industries Transparency Initiative (LEITI) is now looking for a competent and dynamic Liberian to serve as **FINANCE DIRECTOR**.

DUTIES AND RESPONSIBILITIES:

The Finance Director is the Chief Financial Officer of the LEITI. He/she has the responsibilities to handle and/or coordinate all financial management, financial reporting, and compliance functions and obligations of the LEITI, including performing the following specific functions and responsibilities:

1. Ensure adequate internal controls -- Required financial documents exist and remain current; accounting policies and procedures are constantly updated; LEITI assets are adequately safeguarded; and reports are made to the Head of Secretariat of any financial irregularities.
2. Develop and/or improve financial information systems to ensure they are compliant with donors’ standards.
3. Implement financial management policies and procedures and develop tools and systems for ensuring compliance with LEITI’s overall policies with the government, donors, and other partners’ financial and administrative policies and procedures; ensure implementation of policies and control systems for purchases, stores, inventory, and others.
4. Develop systems to ensure proper cash management -- funds are always available for LEITI and are within minimum and maximum limits (monitoring funding and cash flows) and that cash is properly managed and secured; prepare appropriate periodic cash management reports, especially as per funders’ requirements.
5. Coordinate the annual fiscal planning process for the LEITI (including donor negotiations), providing budgets for the operation of the organization in line with annual work programs and funders’ requirements; review and revise budgets as appropriate and report periodically on budget performance (budget vs. actual).
6. Produce periodic financial reports for the Multi-stakeholders’ Steering Group(MSG), donors, and other stakeholders, as may be required from time to time; make recommendations on financial management issues.

7. Facilitate and co-ordinate the external audit; lead the development of action plans based on both external and internal audit recommendations and monitor progress on achievements.
8. To carry out such other duties and functions as shall be assigned by the Head of Secretariat or the Deputy Head of Secretariat.

REPORTING PROCEDURE:

The Finance Director shall report to the Multi-Stakeholder Steering Group, through the Head of the LEITI Secretariat.

MINIMUM QUALIFICATION:

1. An advanced university degree in finance, economics, accounting, or related disciplines or a bachelor degree in any of the above fields with at least 7 years of progressive working experience within the government, private, or public sector.
2. Ability and/or experience in undertaking independent economic and financial analysis.
3. 5 to 6 years of progressively responsible managerial or supervisory experience in the financial realm.
4. Experience with extractive industries and/or governance related work is an added advantage.
5. Excellent organizational skills, time management and attention to details.
6. Ability to work in a professional team together with proven ability to work with governmental institutions, donor institutions, private sector and civil society.
7. Excellent knowledge of auditing and accounting standards.
8. Computer literacy and proficiency in the use of Microsoft Word, Excel and Power Point, Quick Books and other financial accounting software.
9. Excellent writing, research and analytical skills.

INSTRUCTIONS: All applications should be addressed to:

Mr. Samson S. Tokpah
Head of Secretariat, LEITI
Old Bureau of Budget Building (Adjacent to Executive Mansion)
Redemption Road, Capitol Hill
Mon., Liberia
P.O Box 4074, Monrovia, Liberia
Tel: +231-0202002356
E-mail: stokpah@leiti.org.lr or hlberrian@leiti.org.lr

All envelopes **MUST** be marked “**FINANCE DIRECTOR**” in the upper right hand corner of the envelope and deliver to the office of the Secretariat between the hours of 9am and 4pm daily. Electronic applications will also be accepted and marked as and when received.

CLOSING DATE FOR APPLICATIONS: Friday, April 20, 2012

ONLY short listed candidates will be contacted.