



**WEST AFRICA REGIONAL FISHERIES PROJECT (WARFP – LIBERIA)
NATIONAL FISHERIES & AQUACULTURE AUTHORITY**

P. O. Box 10-1384
1000 MONROVIA 10, LIBERIA
GEF Grant ID: TFOA3532



**Request for Expression of Interest (REOI) for provision of Individual
Consultancy Services as Project Accountant for WARFP Liberia**

1. Background

The Government of Liberia through the National Fisheries & Aquaculture Authority (NAFAA) has received additional financing from the Global Environment Facility (GEF) of the World Bank in support of the West Africa Regional Fisheries Project (WARFP) in Liberia and intends to apply part of the proceeds towards the recruitment of Project Accountant.

2. Objective

The Project Accountant will be responsible to the project coordinator for implementation of the program budget, and to ensure proper management and records of project finances.

3. Scope of Work and Task

General Responsibilities:

The Project Accountant Shall carry out all the services which shall include but not necessarily limited to the under listed tasks:

1. Collate all accounting documents covering financial transaction of the project on daily basis and input data into the computerized ledger. Update the financial ledgers and generate pre-set financial report on monthly basis by the 15th of each following month.
2. Process approved invoice and raise payment Vouchers base on the approved invoices and in consultation with the implementing units, codify the expenditure and note the correct codes on the payment vouchers;
3. Maintain the project's expenditure commitment register and update the register regularly and ensure through liaison with the implementing units that the register reflects all commitments outstanding;
4. Assist in the preparation and submission of Withdrawal Applications to the World Bank to ensure that the projects have funds for operation at all times.

5. Raising Checks on the basis of approved payment Vouchers in a timely manner. Update the check issues register on a regular basis;
6. Opening and keeping files on all disbursements for the projects;
7. Maintain Advance payment register and monitor settlement of advance given by the project during the purchasing cycle;
8. Prepare bank reconciliation statements for the designated bank accounts.
9. Ensure that petty cash disbursement is appropriately and adequately document.
10. Prepare payroll for the WARFP Staff;
11. Maintain inventory control over office supplies and stores for WARFP
12. Assist in Maintaining the project's fixed asset register;
13. Supervise and maintain a cashbook for disbursement and management of petty cash;
14. Carry out other duties as assigned by the Project Coordinator

4. Qualifications and Experience

The eligible candidate must have the following minimum qualifications:

- a. Be an undergraduate with BSc. Accounting, Business Administration, or Finance.
- b. Final stage of professional accounting or full member (ACCA, CPA or CA)
- c. Have competence in the use of MS Word, MS Excel, MS Power Point, and MS Access. Knowledge in the use of QuickBooks accounting software in an added advantage.

- d. Have at least three (3) years relevant experience in accounting for donor funded projects especially with a World Bank project will be an added advantage also.
- e. Have excellent interpersonal skill and ability work under pressure with minimum supervision.
- f. Have good written and spoken communication skill in English. French language is an added advantage.

5. Duration of the Assignment

The assignment is expected to cover an initial Ten (10) months subject to review and possible extension, based on satisfactory performance and availability of funding.

6. Reporting Arrangement

The Project Accountant will report to the Project Coordinator of WARFP. He will work closely with the PFMU, Project Team, National fisheries and Aquaculture Authority, other relevant agencies and technical staff responsible for project activities.

7. Duty Station: Monrovia, Liberia

The attention of interested Consultants is drawn to paragraph **1.9** of the World Bank's Guidelines: Selection and Employment of Consultants (under IBRD Loans and IDA Credits & Grants) by World Bank Borrowers July 2016 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A consultant will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours from **9:00am to 16:00pm**.

Expression of Interest must be hand delivered to the address below or to the under listed E-mail addresses **on or before 30th April 2018**.

Mr. Yeveuo Z. Subah

Project Coordinator

WARFP Liberia

PIU-National Fisheries & Aquaculture Authority (NAFAA)

Mesurado Pier, Freeport of Monrovia, Liberia

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