

INVESTING IN LIVELIHOOD RESILIENCE AND SOIL HEALTH IN ACP COUNTRIES (ILSA): SCALING-UP AGROECOLOGY APPROACHES IN LIBERIA

TERMS OF REFERENCE: Finance Officer

Background:

In June 2023, IFAD and the European Union signed into implementation a **Supplementary Funds Agreement** for the programme: ***Investing in Livelihood Resilience and Soil Health in ACP countries (ILSA) - IFAD's Contribution to the EU initiative on Food Production and Resilience of Food Systems in African, Caribbean and Pacific (ACP) countries.***¹ The programme shares the development objective of the EU Action on “Investing in sustainable and resilient agriculture and food systems – bridging crisis response and long-term resilience in ACP countries” and seeks “to enhance the production of locally grown nutritious and diversified food and the resilience of food systems”.

Liberia is implementing the **Scaling-Up Agroecology Approaches in Liberia** under this programme. The intervention is embedded into the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P), a project funded by IFAD and the World Bank, aiming at boosting agricultural production for smallholder farmers and competitiveness of agribusinesses. The inclusion of the ILSA grant in the STAR project complement ongoing activities, boosting the adoption of agroecological agricultural practices among farmers. The ILSA project's goal is to improve farmers resilience, food security and livelihoods through sustainable agricultural practices. The project specific objective is to sustainably increase horticulture production through the promotion of agroecological soil fertility, water management practices as well as irrigation technologies and innovative knowledge co-creation models. The five million project will be implemented over five years until 2029.

FINANCE OFFICER

The Ministry of Agriculture wishes to recruit highly motivated Finance Officer to support the Project. Under the direct supervision of the Project Coordinator, and within the framework of the grant agreement the Finance Officer will be responsible for the financial and administrative management of the project, including the maintenance of appropriate accounting and reporting systems and ensuring efficient management of projects resources. Specific duties include:

- Develop and maintain an efficient accounting system and reliable internal control procedures and guidelines for financial reporting and recordkeeping. Ensure all records are maintained in a form appropriate for audits.
- In close liaison with the Project Coordinator, supervise the preparation of the Annual Work Plan and Budget, including consolidation of the inputs by all parties for submission and presentation to the national steering committee and IFAD.
- Lead the quarterly budget variance analysis, follow-up and cash flow forecast processes in coordination with the M & E, Procurement and Component managers,
- Prepare and monitor project budgets.

¹ [EC 2023 ILSA Agreement](#)

- Prepare and/or verify all withdrawal applications for submission to IFAD and ensure the availability of funds for all planned activities. Follow-up and reconcile initial advance and grant account.
- Manage the project bank account, approve, co-sign all payments and validate all monthly bank reconciliations
- Prepare on a timely basis the necessary financial reports and statements (Interim Financial Reports and Annual financial statements) as well as input for the required project reports (Quarterly Progress Reports, Mid-Term review and Project Completion reports), and any other reports that would be required by the national steering committee and/or project management.
- Coordinate the process of contracting an external audit firm to conduct an independent audit of the annual project account, ensuring that annual audits are carried out and audit reports issued within the specified timeframe.
- Develop and maintain a system of financial control over all expenditures incurred by the implementing partner(s).
- Organize and supervise project assets, logistics and all administrative matters.
- Supervise and coordinate the work of staff placed under his/her authority.
- Ensure that staff appraisal procedures are properly implemented.
- Assist in providing coordination between various project components to ensure achievement of overall project objectives.
- Prepare and coordinate all donors and audit missions.
- Develop action plans to follow up recommendations of donors and audit missions and ensure they are implemented.
- Carry out any other activities assigned by the Project Coordinator.

Qualifications and Experience

- The Finance Office will be a professional accountant in good standing with experience in auditing and not less than 5 years' experience in financial management;
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- Should have at least a Bachelor's degree in Accounting or Finance, Masters' degree is an added advantage
- Experience in IFAD or donor funded projects and public sector is an added advantage;
- Demonstrate knowledge of IPSAS, IAS, internal control system and accounting software (tompro knowledge is an advantage);
- Professional qualification (ACCA/CA) is an advantage
- Must have good knowledge of financial management policies and procedures of the GoL, multilateral financial institutions and development cooperation agencies; as well as good knowledge of the institutional, technical, and commercial aspects of financial management;
- Computer proficiency in standard office applications (Excel, word processing, Internet Explorer), excellent communication, interpersonal and other soft skills, such as, team working, attention to details and time management skills are very essential
- Fluency in English