

# Republic of Liberia Ministry of Agriculture



July 24, 2017

# **VACANCY ANNOUNCEMENT**

# **BACKGROUND:**

The Ministry of Agriculture is responsible for the development of the Agriculture Sector. It does so by ensuring that an effective organizational structure is put in place and is manned by staff capable of planning, coordinating, implementing, monitoring and evaluating agriculture development programs from time to time. To ensure that, programs and projects are effectively and efficiently managed and implemented, the Ministry invites qualified applicants for the following positions in the Department of Administration, Ministry of Agriculture:

### A. POSITION:

## COMPTROLLER

#### **PURPOSE:**

- To control an effective accounting management system that will enhance and support transparency and accountability of financial transactions;
- To ensure timely preparation and execution of MOA budget and financial transactions; and
- To establish adequate financial control systems that ensures full compliance with established financial rules, regulations and donor requirements;

## **DUTIES AND RESPONSIBILITIES:**

- Manage, control and supervise the Financial Management System of the Ministry of Agriculture;
- Collaborate with budget holders and/or Project Coordinators of Government and Donor funded projects for the effective and efficient implementation of programs and projects;
- Collaborate with the Budget Division of the Ministry of Finance and Development Planning (MFDP) and facilitate the preparation and implementation of the MoA budget in accordance with GoL budget policy;
- Provide financial management support to all MoA departments to ensure the effective management, accountability and execution of departmental budgets;
- Ensure the effective and efficient management of the Ministry of Agriculture budgetary appropriations, allocations and allotments in accordance with the procurement and financial laws of Liberia;
- Work in collaboration with department heads to ensure the preparation of annual spending plans in line with appropriate departmental budgets;
- Control the effective use of established financial systems, processes and procedures;
- Establish appropriate database and tracking systems;
- Advise Management on the disbursement and utilization of public funds, and provide guidance to Management on financial issues as may be required from time to time;
- Maintain accounts payable and receivable systems;
- Maintain all financial records of inflow and outflow of funds;
- Ensure the preparation of timely and accurate periodic bank reconciliation and accounts reconciliation and effect the appropriate adjustments or corrective actions where necessary;
- Ensure that all payment vouchers have sufficient supporting documentations;
- Secure all financial and related documents;
- Ensure timely and accurate preparation of monthly, quarterly and annual financial reports of government and donor funded projects;
- Monitor and ensure compliance with all GoL financial regulations and laws;
- Participate in MFDP and other financial related meetings and workshops; and

Provide and perform any other related duties as may be required by the EMPLOYER.

## **MINIMUM REQUIREMENT:**

One vying for the position of Comptroller must have a First Degree in Business Administration (Accounting Option) and Master's Degree (MSc/MBA) in Financial Management/Accounting or a Chartered Professional Qualification from any recognized Professional Accounting Body / Institution-CPA/LICPA/ICAG/ACCA.

#### **WORK EXPERIENCE:**

The candidate must be a Liberian with at least five (5) years of relevant post qualification experience, two (2) years of which must have been at the Chief Accountant level in the Public Service of Liberia.

#### **DELIVERABLES:**

The Comptroller will manage the financial activities of MoA and prepare timely and accurate financial reports for Government of Liberia and donor funds.

# **COMPETENCIES:**

Applicants for the position of Comptroller MUST:

- Demonstrate good judgment and hard work;
- Knowledge on the Public Procurement Concession Act 2010;
- Knowledge on donor funded projects;
- Considerable knowledge in the use of accounting and auditing methodologies and tools;
- Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations;
- Considerable experience in public sector accounting;
- Excellent oral and written communication skills;
- Ability to develop and maintain professional relationships with internal and external stakeholders;
- Excellent knowledge/understanding of tax laws and related regulations;
- Excellent planning and organizing skills;
- Ability to meet deadlines and execute projects;
- Ability to work in a fast paced environment;
- Knowledge of accounting software/tools with strong functionality skills in Microsoft Excel, Word and PowerPoint;
- Excellent analytical skills; and
- Good managerial and coaching skills in a "team" setting.

Address your letter to:

The Director of Human Resources
Ministry of Agriculture, Somalia Drive (Old LPRC Road)
Gardnerville, Liberia

Or email at mblidi@moa.gov.lr

Females are encouraged to apply. Only candidates meeting the required qualifications and competence will be considered. Application must be received on or before 16:00 GMT on Monday, August 15, 2017. Only Successful candidates will be contacted.

Signed:

Maryann G. Blidi

Director of Human Resources

Approved:

Seklau E. Wiles

Minister