



Job Description Head of Finance

Organization profile	<p>Welthungerhilfe was founded in 1962 and supports people living in deprivation and poverty, irrespective of the color of their skin, their religious beliefs, or their worldview.</p> <p>Welthungerhilfe has been implementing development projects in Liberia since 2003 with a focus on Agriculture/Inclusive Food Systems and Nutrition Security, strengthening health systems, women's economic empowerment, and WASH.</p>
Location:	Based in Monrovia with frequent travel to projects in southeast Liberia
Objectives of the Position:	<p>To implement existing financial management standards in the programmes efficiently and promptly, thereby making a significant contribution towards the success of programme work.</p> <p>This Involves:</p> <ol style="list-style-type: none"> a) Supporting the Country Director perform his/her supervisory duties within the framework of programme administration. b) Ensuring that financial administrative processes in the Country Office are auditable and run efficiently because of appropriate organizational measures in the Country Office, and with the projects/partner organizations, and carrying out financial administrative controls. c) Providing qualified advice for the projects in administrative matters d) Ensuring that all audit queries, and recommendations, are promptly addressed
Responsible to:	Country Director (Administrative Line Manager), Regional Finance Manager (Technical)
Salary Group	SG 8
Responsible for:	Senior Project Administrators, Finance Officers
Core Duties and Responsibilities:	<ol style="list-style-type: none"> a) Ensure that the financial and administrative processes of the projects are aligned with Welthungerhilfe's financial and administrative policies and procedures, and donor contractual agreements. b) Approve processes/giving authorizations according to the signature policy c) Budget planning of the Country Office and preparation of the cost and financing plan, as well as supporting the CD to monitor the budget. d) Support the CD to conclude agreement with PPO and co-financiers. e) Coordinate Country Office statements on audit and accounting reports, and checking implementation of appropriate recommendations and requirements timely. f) Ensure that donor reports are accurate, and submitted timely, and that all donor queries are responded to promptly. g) Control and supervise liquidity planning of the projects and internal fund requests. h) Instruct and support partner organizations in matters relating to financial management and enhance their capacity to fulfill their contractual obligations to Welthungerhilfe. i) Review of contracts for quality and compliance in a timely manner, j) Support Head of Project in preparation of donor fund requests, project extension requests and reports in due time k) Support all financial administrative matters with current and potential co-financiers on location, including maintaining contacts and examining financing modalities with regard to ongoing and planned individual projects.

	<p>Other responsibilities</p> <ul style="list-style-type: none"> a) Ensure that projects are appropriately set up at the beginning of their duration and properly closed at the end b) Oversee administrative tasks related to project closures and doing project closure if no staff is available for the closed projects. c) Coordinating with Logistics, HR and Program departments to ensure existence of relevant procedures throughout whole country programme. d) Provide technical expertise for budget revisions, checking and approving them at the project level. e) Ensure that statutory payments (Tax, Social & Medical Insurance) are affected monthly and all legal requirements are consistently met. f) Ensure that partnership agreements are consistent with Welthungerhilfe's standards. g) Prepare annual account documents in cooperation with the Head of projects, Head of logistics and other Finance Officers. h) Oversee CO re financing as per cost allocation guidelines. i) Participate in partner assessments and development of partnership agreements and reporting mechanisms (including review of the partner reports) j) Fulfill any other tasks assigned by the Country Director and/or Regional Finance Manager
Education	A post graduate degree in Business Administration, Finance, Accounting, Auditing, or related discipline. ACCA or CPA will be an added advantage.
Professional Experience	<ul style="list-style-type: none"> a) Minimum of 5 years' experience in a similar position with a reputable INGO, UN agency or the private sector. b) Proven experience in people management. c) Proven experience with the core requirements of major European donors. d) Proven experience in working with project-based management an advantage
Language Skills	Excellent spoken and written English.
Personal Skills	<ul style="list-style-type: none"> a) Ability to deliver results under pressure. b) Strong interpersonal skills and the ability to work in a multicultural environment. c) Ability to cope with stress and stay calm and polite even in high workloads or stressful situations. d) Possess integrity. e) Strong team building skills
How to Apply	<p>Please send application package; <u>one-page Motivation LETTER</u> and a <u>maximum of 2 pages CURRICULUM VITAE (CV)</u>, and contact details of 3 professional referees to: Recruitment.Liberia@welthungerhilfe.de Subject Line: Application for the position of 2503- Head of Finance</p> <p>Welthungerhilfe is an equal opportunities employer, therefore qualified females are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office</p>
Closing Date	February 21, 2025