



LIBERIA NATIONAL RED CROSS SOCIETY (LNRCS)

Admin/Finance Manager

Job Description

Function:	Admin/Finance Manager	Grade:	B1
Department:	Administration	Unit:	
Place of Employment:	Monrovia	Contract:	
Duty Station:	HQ	Duration	Fix term
Direct Supervisor	Secretary General		
Technical Supervisor:	<i>Secretary General</i>		

Job Purpose:

Under the direct supervision of the Secretary General at the assigned location, the Admin & Finance Manager is responsible for overseeing the Finance activities, financial controls, and computerized accounting systems in line with the LNRCS financial procedures. He/she is responsible for overseeing HR, Fleet, procurement and warehouse activities.

She / he will support the Secretary General in financial management by advising on compliance, supporting monthly awards review meetings, coordinating feedback and working with budget holders to ensure implementation is on track. The Admin & Finance Manager will ensure that financial resources of the organization are shepherded in an accountable and transparent manner. She /he are also responsible for ensuring that the accounts for the Liberia National Red Cross Society projects funded by the partners are in line with generally accepted accounting principles. He/she is also responsible for producing timely reports that meet the various requirements of the International Federation of The Red Cross and the Liberia National Red Cross Society as well as ensure that the financial rules and management of the Society is respected at all times.

Lateral Relationships

Build effective working relationships with other departments, chapters and branches and ensure the flow of relevant information in both directions.

Qualification and Experience:

<u>Education</u>	<ul style="list-style-type: none"> A first degree in Commerce Accounting, Business Administration, Finance, or related field. Post-graduate diploma preferred. Qualified in a recognized professional qualification in Accounting (CPA, etc).
<u>Experience</u>	<ul style="list-style-type: none"> Minimum three years similar work experience within a fast-paced work environment Experience from managing staff
<u>Knowledge and Skills</u>	<ul style="list-style-type: none"> Excellent presentation and facilitation skills Excellent coaching and mentoring skills



LIBERIA NATIONAL RED CROSS SOCIETY (LNRCS)

	<ul style="list-style-type: none">• Strong team player, collaborative and capable of building effective relationships across all level• Strong results orientation, with the ability to challenge existing mind-sets• Good decision – maker with proven abilities to represent the LNRCS at all top levels.• Problem solving and risk mitigating skills• Proficiency in Microsoft Office products (Word, Excel, Outlook, PowerPoint) and other financial software• A commitment to promote diversity and equality of opportunity in employment and empathy with LNRCS values and objectives
<u>Language:</u>	<ul style="list-style-type: none">- Excellent communication skills (Verbal and Written)- Discipline to manage ensure communications security- Fluency (Verbal and Written) in English is required.

Job Duties and Responsibilities:

DUTIES Applicable to all:

1. Work towards the achievement of the National Society's mandate in the country through effective managerial and lateral relationships and teamwork.
2. Ensure understanding of roles, responsibilities, lateral relationships and accountabilities.

Team management

- Contributes to human resources planning for finance, HR, fleet, procurement and warehouse personnel at HQ and within the chapters
- Ensures that all personnel have yearly work and development plans and follow up on performance regularly
- Set objectives for the finance, HR, procurement, warehouse and fleet teams, delegates tasks and authority, involve, motivate and follow up colleagues
- Trains new LNRCS staff on rules and regulations, and the correct use of available finance management tool
- Ensures LNRCS staff is trained on and follows the LNRCS manuals/procedures such as finance manual, HR manual, procurement manual etc

Budgeting and strategic planning

- Contributes to LNRCS strategy planning and development by taking lead of the annual budgeting process and ensure timely completion and submission to SG and Board for approval
- Consolidate budgets from HQ and chapters and ensure compliance to established rules and regulation
- Coordinate and advice on midterm budget revisions, reallocation and project adjustments
- Assist program staff in quality budgeting and forecasting for projects



LIBERIA NATIONAL RED CROSS SOCIETY (LNRCS)

Financial reporting

Ensure timely and accurate financial reporting regarding:

- Annual consolidated financial reports for the National Society and compliance to organizational policies as well as any relevant government regulations
- Donor reporting and communication with donors ensuring compliance with grant agreements
- Monthly and quarterly budget follow ups to management and board as well as lead monthly budget follow up meeting with budget holders

Treasury management

- Ensure adequate cash flow throughout the year for all activities through timely cash forecasting
- Quality assure cash requests from chapters to HQ as well as from HQ to donors
- Ensure proper bank and cash management through monitoring movements, reconciliations, fix rates and anticipating and mitigating any financial risks

Audit

- Adequately plan and facilitate the National Societies external institutional project audits
- Ensure audit reports are shared with donors and other stakeholders on time
- Ensure proper follow up on management letter and implement action plans

Accounting

- Ensure all accounts are prepared in accordance with LNRCS accounting policy and in compliance with any statutory regulation/GAAPS
- Develop a monthly and year end close plan and procedures as well as ensure they have been adhere to
- Ensure all payments are adequately supported and are in compliance with relevant organizational policies
- Ensure all financial transactions have been properly accounted for using the correct general ledger and budget codes
- Ensure proper retention of supporting documents in compliance with donor and statutory regulations

Internal controls

- Set up water tight systems and procedures that aim at safeguarding organizations assets against loss due to errors or fraud
- Finance policy custodian-Regularly revises the finance manual & internal procedures as needs arise
- Evaluating internal control system and procedures, highlights the short comings and implementing necessary recommendations
- Ensures adequate s separation of roles in the finance department
- Puts in place approval matrix and ensures the limits are strictly adhere to
- Supervises asset management, ensures the verification exercise is done on regular basis, assets register is updated and approved
- Identifies administrative and financial related risks, concerns and constraints and proposes mitigation measures through the implementation of best practices
- Make financial monitoring in the field to check on compliance and support field finance staff on any challenges faced.



LIBERIA NATIONAL RED CROSS SOCIETY (LNRCS)

Fleet/Procurement/Warehouse

- To plan, coordinate and organize LNRCS procurement plans and activities in full compliance with LNRCS Procurement Procedures and best practices to enable a high quality, efficient and cost-effective procurement process that meets the request of the services users
- Assist in building the capacity of HQ and field based logistics & procurement staff on policies and procedures
- Oversee the development of vendors list and supplier registration
- Oversee the logistics & Procurement staff's daily task ensuring that all procurements are carried out in line with LNRCS procurement procedures
- Oversee development of framework agreements with suppliers when needed
- Ensure the logistics & Procurement guidelines are revised as needed
- Assure the logistics & procurement team are keeping proper records according to LNRCS guidelines
- Assist in the design and planning of storage solutions, including warehouses both at HQ and field locations as needed

HR

- Advice SG on all HR needs, surpluses and relevant action plan
- Monitor national and local context in relation to HR and advice on how LNRCS can remain relevant
- Ensure staff development plans are implemented and advice on both formal and informal staff training

Other duties

- Promotes and improve knowledge of the Principles and Mandate of the Red Cross
- Promote the visibility of the Red Cross, its emblems and its operations

TO APPLY: The deadline for submissions of letter of Application, CV and all other relevant certificates and documents is March 16, 2021 4:30 PM. All applications should be submitted to lnrcs.recruitment2016@liberian-redcross.org Please mention "Admin and Finance Manager" in the subject line.

G. Ambullai Perry
Secretary General

Employee