



Ministry of Finance and Development Planning

External Vacancies Announcement

Department of Fiscal Affairs
Comptroller Division

Office of the Deputy Controller/Director for Accounting Services

Job Description

Position Title	Compliance Auditor (2 Positions)
Report To:	Sr. Compliance Officer- Accounting Services Unit
Directly Supervises	Receiving Analysts
Department/Functional Relations	Receiving Line, Budget Execution and Compliance. Interfaces with Financial Regulation Unit in the Expenditure Division
External Relationships	All Governmental Ministries, Agencies, and Business Community

Purpose:

The Accounting Services Unit, headed by the Director of Accounting Services Unit, and is assisted by an assistant Director who helps in overseeing the processing of payment applications from Ministries and Agencies (MAs) and ensures that they are done accurately and in a timely manner. The Unit interfaces with the Financial Regulation Unit in the Expenditure Division for purposes of formulating and monitoring compliance with financial laws, regulations and procedures.

The Compliance Auditor is responsible to ensure compliance to applicable line (PPCC), Ensures that calculations and extensions are properly done, ensures all relevant and actual taxes are deducted, ensures that local Purchase order (LPO) and vouchers are coded properly, ensures all foreign travel documentations are adequate which include letter of invitations travel allowance rate per country are correct authorization/ approval from president/ minister are attached, etc.

Key Results Area:

- ✓ *Ensures all foreign travel documentations are adequate which include letter of invitations travel allowance rate per country are correct authorization/ approval from president/ minister are attached*
- ✓ *Ensure full compliance to the PPCC laws.*
- ✓ *Ensures that domestic travel rates are accurate based on position*
- ✓ *Ensures domestic travel rates accurate based on position.*

Duties

- ✓ *Assigns duties to staff in the Unit*
- ✓ *Set and manages staff performance targets*
- ✓ *Oversees the operation the Unit*
- ✓ *Guides and mentors staff in executing assigned duties*

General Management Functions

- *Supervises the staff of the Accounting services Unit*
- *Ensure effective management of staff of the Section, including attendance, professional development and adherence to staff Code of Conduct.*
- *Responsible for setting objectives and work plan for the Section and ensuring quality and timely outputs.*
- *Responsible for regular performance monitoring of the Section's staff and reports to Human Resource Section.*

- Performs any other assignment as required.

Technical Duties

- Ensure full compliance to the PPCC laws.
- ensures all foreign travel documentations are adequate which include letter of invitations travel allowance rate per country are correct authorization/ approval from president/ minister are attached
- Ensures that domestic travel rates are accurate based on position
- Ensure project documentation are adequate
- Ensure full compliance to the PPCC laws
- Ensure that all capital assets such as vehicle and Motors bike are coded by GSA
- Ensures that calculation and extension are properly done
- Ensures that tax clearance and business registration certificates for all venders are valid

Supervisory Functions

- Supervises the management and control of the accounting ledgers in the Financial Management Information System (IFMIS) and scrutinizing of payment vouchers and local purchase orders in compliance with the Public financial management regulations, the public financial management act and the public procurement and concessions act and all financial laws promulgated by the Liberian government

Education

- Bachelor's degree in, Business Administration, Accounting and other relevant fields.

Work Experience

- 4-6 years of experience in Accounting, current Public Financial Management practices and public sector operations
- At least 3-5 years working experience three of which should be in the public sector

Other Requirements

- Integrity and accountability
- Commitment to organization
- Ability to plan and execute work
- Demonstrate strong leadership skills
- Knowledge of the PPCC Act
- Knowledgeable of the Act that created the MFDP
- Cognizant of the Civil Service Standing Order

Please address your application to the address below:

The Director

Human Resource Section

Ministry of Finance and Development Planning (MFDP)

6th floor, MFDP Building

Broad Street, Monrovia Liberia

Optionally, you may send your application to this email address: mfdphrunit@mfdp.gov.lr

For Further information kindly contact: 088-659-5422 / 077-652-3192

Application Date: September 23, 2016

Deadline for submission of Application:

Date: September 27, 2016