



Ministry of Finance and Development Planning
Department of Fiscal Affairs
Comptroller Division
Office of the Deputy Controller/Director for Accounting Services

External Vacancies Announcement
Job Description

POSITION TITLE: Director, Treasury Services

REPORTS DIRECTLY TO: Comptroller and Accounting General

DIRECTLY SUPERVISES: Assistant Director for Treasury Services

DEPARTMENTAL/FUNCTIONAL RELATIONS

- Internal Audit

EXTERNAL RELATIONS

- Vendors

PURPOSE

- The office of the Comptroller and Accountant General (CAG), headed by the Comptroller and Accountant General, is responsible for receiving, paying, safeguarding and reporting on the receipt and usage of public funds. It is responsible for initiating, formulating and coordinating policy for management of public funds and assets. The Division interfaces with internal audit. The office of the CAG consists of three Units: Accounting Services; Treasury Services; and Technical Services Unit.
- The Treasury Services Unit, headed by the Director Treasury Services, oversees the effecting of payments to vendors, staff and other individuals and institutions that have a legitimate financial claim against GOL. The Unit ensures that the payments are done accurately and in a timely manner. The Treasury Services Unit receives payment applications from the Accounting Services Unit and passes the payment details to Technical Services Unit. The Unit consists of three Sections: check writing; bank transfer and financial management. The Director guides and mentors staff in the Unit.

KEY RESULT AREAS

DUTIES

- General Management Functions
- Assigns duties to staff in the Unit
- Oversees the operations of the staff
- Identifies staff training needs
- Guides and mentors staff in their operations
- Sets staff performance targets
- Ensures that staff is provided with the tools and facilities to undertake their work

- Monitors staff performance against the targets through annual, semi-annual, quarterly and monthly appraisals depending on need
- Recommends rewards and sanctions of staff

Technical Duties

- Ensures that checks and bank transfers are processed accurately and on a timely basis and that they are only made after thoroughly checking that funds are available, all supporting documents are correct and appropriate authorization for processing has been obtained
- Ensures that proper records and logs of the checks issued and bank transfers made are properly maintained and a regular summary and the associated reports are made to the CAG and the Expenditure Division
- Ensures that a log of cancelled checks is maintained.
- Responsible for effective monitoring of all the GOL payments at the CBL
- Any other assignment as required by the CAG

Supervisory Functions

AUTHORITY LIMIT

- **Management of the Budget**
- **Staff Management**
- **Asset Management**

EDUCATIONAL QUALIFICATION

- Advanced degree in Commerce, Accountancy, Business Administration
- Professional accountancy qualifications desirable
- Skilled in accounting, current public financial management practices and public sector operations

WORK EXPERIENCE

At least ten years working experience three of which should be in the public sector

OTHER REQUIREMENT

- Professional integrity
- Ability to lead, build a team and set goals
- Commitment to the organization
- Coaching & developing staff
- Managing work accountability
- Teamwork & Cooperation
- Ensuring quality and excellence of Unit
- Taking the initiative
- Analytical thinking
- Problem solving
- Effective delegation

Please address your application to the address below:

The Director

Human Resources 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