



**Ministry of Finance and Development Planning
Department of Fiscal Affairs
Fiscal Decentralization Unit
Internal Vacancy Announcement**

Position Title	Financial Management Officer, Margibi County
Report To:	Fiscal Decentralization & Treasury Services Directors
Directly Supervises	Budget Officers & Internal Auditors
Department/Functional Relations	Departments of Fiscal Affairs, Budget and Development planning & Administration
External Relationships	Ministry of Internal Affairs, stakeholders, and other Governmental Agencies

Purpose:

The Financial Management Officer provides technical and operational supports to the Ministry of Finance & Development Planning County Treasury framework. The County treasury framework is a mechanism that will promote fiscal decentralization in Margibi County, one of the pilot counties for the framework. The Government of Liberia has over the years institutionalized a decentralization programs to promote bottom-top developmental initiative. This system will encourage Inter-governmental Fiscal Framework aimed at providing a comprehensive framework for the long-term development of inter-governmental fiscal arrangements, including the assignment of expenditure responsibilities, revenue responsibilities, intergovernmental transfers, as well as institutional arrangements that entails participatory governance.

Key Results Area:

- Coordinates and ensures County and some agencies budgets are disaggregated under the decentralization program
- Supervise the financial processes of the County & social development funds and coordinate with local leaders for peaceful co-existence.
- Collaborate with other institutions, stakeholders in the local government structures and the office of the superintendent, the department of fiscal affairs to achieve the objective of fiscal devolution.

Duties

- General Management Functions
 - Ensure effective management of staff of the County Treasury Framework, including attendance, professional development and adherence to staff Code of Conduct.
 - Responsible for setting performance targets and work plan for the Unit and ensuring quality and timely outputs.
 - Responsible for regular performance monitoring of the Unit Supervisors and reports to Human Resource Section.
 - Ensure Unit's logistics, equipment, training and other operational needs are met.

Technical & Operational Duties

- Coordinate with other staff to develop annual work-plan of the unit with targets that will serve as the modicum for fiscal decentralization implementing programs and ensure quality and timely outputs.
- Assist other staff in the unit to design programs to promote the fiscal decentralization policy

framework and to build the capacity of local government staff in fiscal decentralization and financial management.

- Approve all vouchers, allotment and cash plan from MACs
- Prepare commitment and expenditure reports quarterly
- Prepare financial reports (IPSAS) quarterly
- Approve the disbursement of salary and vendor checks
- Develop an Accounting system
- Disburse cash or issue allotment base on the availability of cash in bank
- Reconcile bank statement
- Prepare check list for processing of voucher/LPO
- Prepare policy notes on how the system can improve

Supervisory Functions

- Supervise Budget officers, Internal Auditors in the County Treasury Framework, including attendance, professional development and adherence to work productivity through the Ministry's Code of Conduct and operational procedures of the fiscal affairs department.

Please address your application to the address below:

*Office of the Human Resources Unit
Ministry of Finance and Development Planning (MFDP)
3rd floor, MFDP Building
Broad Street, Monrovia Liberia*

Deadline for submission is:

Date: January 10, 2017

Time: January 13, 2017