

Ministry of Finance and Development Planning (MFDP)

Terms of Reference and Scope of Service for Financial Analyst State-Owned Enterprises (SOEs) Reporting Unit



Position Title:	Financial Analyst (2)
Report To:	SOEs Director /State-Owned Enterprises Unit
Directly Supervises	Head of unit (Director)
Department/Functional Relations	All MFDP departments
External Relationships:	Others SOEs and International Institutions
Purpose: As part of the institutional strengthening, the Government of Liberia in 2012 established the State Owned Enterprises (SOEs) Reporting Unit. The primary mandate of the State Owned Enterprises Financial Reporting Unit (SOE Unit) at the Ministry of Finance and Development Planning is to provide financial management oversight with strategic focus on monitoring and fiscal discipline, ensuring that SOEs are commercially and economically viable and that their operations are consistent with the Public Finance Management (PFM) Act of 2009 and accompanying Regulations. This involves critical review and analysis of the financial performance of the SOEs, focusing on increasing infrastructure and capital investment, improving operational efficiency and supporting government programs through dividend contributions.	
Terms of Reference: General Management Functions Objective: The objective is to acquire the services of an outstanding Liberian for the position of Financial Analyst for the State Owned Enterprises (SOEs) Reporting and Coordination Unit. Reporting: The Financial Analyst will report to the Head of the SOEs Reporting Unit. Implementation arrangements: The Financial Analyst will work from within the Ministry of Finance and Development Planning, Broad and Mechlin Streets. He/she will be required to travel outside of Monrovia as and when necessary. The successful candidate will be contracted for an initial period of one (1) year to be renewed based on satisfactory performance. Duties/Technical Functions Scope of Services: The Financial Analyst shall carry out all of the following duties, which shall include but not limited to: <ul style="list-style-type: none">➤ Review and analyze SOEs annual budgets including capital projects in consultation with Department of Budget and Planning at the MFDP;➤ Consolidate preliminary budget information for preparation of SOEs budget annex for attachment to the national Budget of Liberia;➤ Review and analyze periodic financial performance information of SOEs and developed a short note on the financial position and viability of each entity operations;	

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State-Owned Enterprises (SOEs) Reporting Unit



- Maintain a comprehensive financial data information, strategic plans, details of GOL guarantees, debt financing structure, financial reports and enabling legislation for the respective SOEs.
- Any other function assigned by the Head of Unit

Education

- a. Must have acquired a Bachelor's degree in one or the area of studies: Accounting, Finance, Economics, Management or any related field
- b. Strong knowledge in the use of MS Applications, especially Excel, Words and PowerPoint Presentation.
- c. In addition, the candidate should have had hands on experience for at least three (3) years in financial reporting and analysis in the public or private sector.

Work Experience

Three (3) years' working experience directly related to the duties and responsibilities specified.

Other Requirements

Personal qualities/attributes and core skills required for this position: -

- Good writing ability;
- Ability to articulate and implement government policies;
- Organizational and analytical skills;
- Interpersonal and communication skills;
- Good financial analysis, planning, strategy and policy implementation skills;
- Good exposure and ability to interact at management level both in public and private sector.

Please address your application to the address below:

Office of the Human Resources Unit

Ministry of Finance and Development Planning (MFDP)

3th floor, MFDP Building

Broad Street, Monrovia Liberia

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

For Further information kindly contact: **0880-837-201/0777-005308 /088-657-0400**

Deadline for submission is:

Date: September 8, 2017

Time: 4:00pm