

Position title:	FINANCIAL MANAGEMENT SPECIALIST
Unit	Global Fund Program Coordinating Unit
Reports directly to:	Global Fund PCU Programme Manager
Directly supervises: Senior Accountant and Grant Accountants	
Purpose:	
<ul style="list-style-type: none"> • Lead a team of finance staff while ensuring strong coordination with Programmes and Procurement for the effective management of Programme budgets. • Ensure the highest efficiency in financial resources management. • Provide accurate and thoroughly researched and documented financial information • Provide effective delivery of financial services and transparent utilization and management of the GF grants. 	
Duties	
<ol style="list-style-type: none"> 1. Ensure effective and adequate grant management and reporting, focusing on the following: <ul style="list-style-type: none"> • Oversee the transparency of the financial processes, use of funds and compliance with GF and MOH financial guidelines. • Ensure accurate and timely submission of the relevant monthly, quarterly, bi-annual, and annual reports (PU/DR, Pulse Check, Cash Flow Forecasts, and Statement of Sources and uses of funds in compliance with the Global Fund requirements' • Serve as the focal point for assurance reviews by FA/LFA/Global Fund/External Auditors. • Ensures that all finance process files are complete and kept updated as per GOL and GF requirements • Review and approve monthly budget vs actual reports for Global Fund's different program units, and implementing partners, taking into consideration mitigating actions for the improvement of absorption rates. 2. Prudent financial accounting and administration focusing on: <ul style="list-style-type: none"> • Manage financial resources through planning, guiding, monitoring, and controlling of resources in accordance with GF rules and regulations • Review and approve all monthly bank reconciliation statements for all Global Fund accounts. • Ensure that payment vouchers, receipts vouchers, petty cash vouchers and payroll are accurately and timely completed and authorized before any posting is made to the NETSUITE Oracle accounting software. • Ensure electronic and original hard documents filing systems are in place for all financial transactions and relevant grant documents at PR and SR levels. • Coordinate grant Assets Management in collaboration with the Assets Management Assistant ensuring that updated fixed assets registers are in place, all assets are tagged with a unique identification number, assets are adequately insured, and that loss/disposal/damage are managed as per the requirements of the GF as well as GOL processes and procedures • Ensure proper accountability, recording and monitoring of advances, commitments, and liabilities as per GF rules and regulations. 	

- Ensures the timely payments of goods/services required by the Vendors, Sub Recipients and Implementing Partners.

3. Ensure close monitoring of sub-recipients and other implementing partners by the achievement of the following results:

- Ensure and oversee the periodic assessment of SRs' financial management capacities and the development and implementation of action plans to address identified gaps
- Provide guidance and capacity building services to the PCU teams, National Programme, SRs, and implementing partners on issues related to finance, budgeting, accounting, bank reconciliations, reporting.
- Ensure advance payments and direct payments for SRs, implementing partners, vendors are properly reviewed, processed, and retired; ensure that payment information is properly recorded in the NETSUITE oracle accounting package on a timely basis
- Harmonize reporting and accounting practices among SRs including budgeting, reporting and key financial performance indicators
- Monitor SRs' financial reports for accuracy of financial information; ensure adequate safeguards are in place to eliminate fraud and ineligible expenditures; ensure annual audits are conducted on time

4. Ensure an adequate and efficient control environment.

- Establish and enhance, when necessary, systems of internal controls.
- Monitor Grant expenditures to ensure that program funds are utilized appropriately by the close of the reporting period.
- Daily supervision of NETSUITE Software data capture and processing, ensuring validation of transactions and other activities on the system.
- Review and approve monthly closure of all books of accounts and keep the signed report in file for FA and LFA verification.
- Ensure compliance with Global Fund, MOH financial management requirements and relevant government regulations.
- Work closely with the Risk Management Specialist that the internal and external auditors' queries and issues in management letters are properly addressed.

5. Ensure facilitation of knowledge building and sharing focusing on achievement of the following results.

- Develop and ensure implementation of a training plan for the SRs/implementing partners financial and accounting staff, organize, and conduct periodic training sessions on GOL/GF financial reporting requirements
- Organize periodic training for the PCU non-finance managers and staff on financial management, budget monitoring and oversight
- Support the documentation of lessons learned and best practices in financial management
- Provide regular, sound contributions to relevant knowledge networks and communities of practice

Educational qualifications

- Master's degree in finance, Business Administration, or related field and at least 5 years of experience in finance with donor funded project.
- Professional certification such as ACCA, CIMA or CPA will be an added advantage
- Experience in accounting and grant funds management regulations and procedures
- Experience and knowledge of internal financial controls and procedures.
- Experience in grant reporting and knowledge of Global Fund or Other donor's financial systems and procedures.

Competencies

- Strong management skills.
- Analytical thinking.
- Communication skills, appropriate to the audience.
- Problem-solving.
- Ability to work in a multidisciplinary and multicultural environment.
- Strong team-building and motivational skills.
- Strong negotiating, facilitating, and influencing skills.
- Proficiency in computer skills and use of relevant software and other applications, e.g., word processing, spreadsheet, ERP system.

To apply: Candidates interested in this position shall submit their application to the Ministry of Health, located at Congo Town, Monrovia. Please submit your resume and cover letter to **Marvin Garbeh Davis, Sr. Deputy Director, Human Resources with the job title "FINANCIAL MANAGEMENT SPECIALIST" – PCU** in the subject line of the email. **All Applications should be sent to: mgdavis1966@gmail.com**

Applications can also be hand delivered at Room 318, MOH and addressed to Marvin Garbeh Davis, Sr. Deputy Director –HRD.

Deadline for Application: January 20, 2023, at 4:00 pm.

A multi-disciplinary selection committee shall convene immediately upon the closure of the application window to review submissions. It should be noted that only shortlisted candidates shall be contacted for interviews.

Position title:	TB/HIV Grant Accountant
Unit	Global Fund Program Coordinating Unit
Reports directly to:	Global Fund PCU Programme Manager
Directly supervises: Programme and SRs Accountants	
Purpose:	
Provide a range of core accounting and financial management functions for the consolidated HIV/TB grant. Under the direction and supervision of the Senior Accountant, the incumbent serves as lead Accountant for the HIV/TB Grant and also provides leadership and support for the execution of financial services for active SRs and National Programs, with the aim of ensuring effective and transparent utilization of GFATM financial resources and integrity of financial services across the Programs and SRs specifically	
DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> • Participate in budget preparation, review, modification, and Forecast for the HIV/TB Grant. Ensure regular budget monitoring of the portfolio. • Implement control mechanism for SRs and National Programs implementing the Grant through regular monitoring of budgetary status and ensuring that all expenditures are within the approved budget line items and cost categories. • Ensure that SRs and National Programs maintain complete and accurate financial records including all supporting documentations for management oversight and future audit trails. • Ensure that SRs and National Programs maintain proper filing system for all financial records for audit and future references. • Ensure that SRs and National Programs maintain correct cash book and prepare monthly bank reconciliation. There should be proof of review and approval of bank reconciliation by signature • Ensure that SRs and National Program adherence to proper financial practices and maintenance of internal control system for transparency and accountability. • Ensure timely submission of SRs and National Program quarterly liquidation report including budget vs actual, variance analysis, bank reconciliation, fixed assets register and forecast for the next semester • Ensure timely and properly review of SRs and National Programs liquidation reports and disbursement requests and submit findings to the Senior Accountant for action • Ensure timely submission of SRs and National Program disbursement requests and ensure that the disbursement requests are in line with approved budget • Ensure that all financial documents submitted by SRs and National Program including disbursements are date and stamp with the PCU stamp, properly filed and kept safely for future references • Ensure that after review of liquidation reports from SRs and National Program, the original payment vouchers along with all supporting documents at the SRs and National Program offices are stamped with MOH/GFATM review stamp • Liaise with the LFA and the FA on all issues raised during their reviews and submit reports to the Senior Accountant or PCU Coordinator for further actions. 	

- Ensure that all prior audit recommendations are fully addressed by SRs and National Program before the commencement of the next external audit, etc.

- Educational qualifications

- A Master's degree in accounting or Bachelor degree with a minimum of 5 years of progressive work experience in accounting, financial management and auditing is required.
- This position requires strong technical, work experience and educational background.
- Prior work experience with an international financial or technical partner organization would be an advantage.
- Familiarity with automated accounting software, NETSUITE is an added advantage.

Competencies

- Strong management skills.
- Analytical thinking.
- Communication skills, appropriate to the audience.
- Problem-solving.
- Ability to work in a multidisciplinary and multicultural environment.
- Strong team-building and motivational skills.
- Strong negotiating, facilitating, and influencing skills.
- Proficiency in computer skills and use of relevant software and other applications, e.g., word processing, spreadsheet, ERP system.

To apply: Candidates interested in this position shall submit their application to the Ministry of Health, located at Congo Town, Monrovia. Please submit your resume and cover letter to **Marvin Garbeh Davis, Sr. Deputy Director, Human Resources with the job title "TB/HIV Grant Accountant" – PCU** in the subject line of the email. **All Applications should be sent to: mgdavis1966@gmail.com**

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