



FAITH AND JUSTICE NETWORK

VACANCY ANNOUNCEMENT

Position	FINANCE MANAGER
<p data-bbox="110 275 233 302">1 Person</p> <p data-bbox="110 338 337 365">Finance Manager</p>	<p data-bbox="475 275 1073 302">About The Faith and Justice Network (FJN)</p> <p data-bbox="475 338 737 365">Mission Statement</p> <p data-bbox="475 392 1536 485">Faith and Justice Network is an apolitical, nonprofit and Christian Institution based in Monrovia, Liberia. It has Christian goals and objectives and operates according to Christian Ethics and Moral Principles.</p> <p data-bbox="475 510 1549 869">Faith & Justice Network is recruiting a Finance Manager who will manage all or some of the financial, human resources, and/or administrative functions of the Network. S/he will manage and support financial reporting to provide management with timely and relevant financial information to make informed decisions. The Finance Manager will ensure that sound donor and grant management policies and practices are adopted and implemented. S/he will develop budgets and revenue forecasts and supports the development of strategic plans as they impact operation functions. S/he will support fund raising efforts including developing proposals and performing donor assessments. The Finance Manager shall carry out his/her duties at Monrovia General Secretariat of the Network on 22nd Street, Sinkor, Near JFK Main Gate.</p> <p data-bbox="475 926 678 953">Job Summary:</p> <p data-bbox="475 959 1549 1150">The Finance Manager will manage the program's operational resources. S/he will ensure operation functions are efficient and effective and recommends improvements that ensure efficiency, productivity, operational capacity that align with the Network Advocacy plans and FJN'S overall objectives. S/he will be accountable for ensuring operational functions in compliance with FJN's policies and procedures.</p> <p data-bbox="475 1192 708 1220">Responsibilities:</p> <p data-bbox="521 1226 1536 1325">Manage the program's budget and ensure timely and accurate financial reporting. Work with Program Manager and FJN Accountant to identify and implement follow-up actions when necessary.</p> <ul data-bbox="521 1331 1536 1801" style="list-style-type: none">• Manage timely and accurate recording of accounting transactions. Ensure compliance with FJN policies and procedures and local reporting requirements.• Manage grants administration and donor reporting, including managing compliance with grants and donor agreements.<ul style="list-style-type: none">• Manage budgeting, reporting and financial compliance of grants and donor agreements.• Manage annual and ad-hoc budgeting and financial modeling. Support fundraising proposal efforts.• Ensure the effective and efficient stewardship of FJN's assets and financial resources. Manage program audits and ensure that audit findings and recommendations are addressed and implemented.• Manage the project budget.• Manage other financial issues that arise, including risk management.



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<p>Qualifications</p>	<p>Qualifications and Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor's degree in Finance, Business Administration, or related fields. <input type="checkbox"/> 2-3 years related work experience in Finance areas (e.g. administration, accounting, finance, human resources, and grants management). <input type="checkbox"/> Strong analytical and numerical skills. <input type="checkbox"/> Strong communication and presentation skills including the ability to effectively convey complex details or technical information. <input type="checkbox"/> At least 2 years working experience as Finance Manager, preferably with NGO or Civil Society Organization. <input type="checkbox"/> Skills & Abilities: <ul style="list-style-type: none"> • Excellent knowledge of MS Word, PowerPoint, Excel • Ability to multi-task • Ability to listen and communicate well both verbally and in writing • Ability to work independently • Attention to detail and accuracy • Effective verbal and listening communication skills • Attention to details and high level of accuracy in receiving instruction • Very effective organization skill • Computer skill-Making Graphic designing, Headers, Endnotes and automatic numbering on all financial statements
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Be honest and trustworthy Christian in good moral standing • Be respectful and diligent • Demonstrate sound work ethics and high Christian Moral Values
<p>To Apply</p>	<p>Applicants are requested to send:</p> <ul style="list-style-type: none"> • To apply for this position: Interested candidates are invited to address application letters to The HR Department, Faith and Justice Network (FJN), on 22nd Street, Sinkor, Near JFK Main Gate. "application" on the envelope or by email- at job.faithandjusticenetwork@gmail.com, "Finance Manager" in the Subject area, with an up-to-date CV including 3 referees (preferably one from former or current employers, Community Leader and Head of National Church/Denomination) on or before Thursday 21st, December 2018 at 5:00 P.M. All envelopes should be clearly marked with the words "Finance Manager." Any email or Letter not clearly marked will not be processed. Faith and Justice Network (FJN) is an equal opportunities employer, therefore qualified males and females are encouraged to apply for this position. Only shortlisted applicants will be contacted.
<p>Deadline</p>	<p>Thursday, December 21st 2018, 5:00 PM, GMT</p>