



LIBERIA ANTI-CORRUPTION COMMISSION
Tubman Boulevard, Congo Town, Liberia



Vacancy Announcement: LACC/SEC / 04 /19

INTERNAL & EXTERNAL

Position: Chief Accountant
Unit / Division: Finance Unit / Administration Division
Duration: Full Employment
Application period: Two weeks (Nov. 28 to 12 Dec. 2019)
Starting date: Immediate

Females candidates are encouraged to apply

Organizational Context

The Chief Accountant shall report to the Comptroller and remain member of the Finance Section of the Commission. He/she will discharge the following functions;

Functions / Key Results Expected

- Head the Finance Section in the absence of the Comptroller , and assist the Comptroller in administering the Finance unit;
- Record Income and expenditure in Free Balance and follow up on allotments for LACC on Free Balance;
- Draft IPSAS reports(Quarterly and Annually) for the Comptroller's review and submission to MFDP and GAC;
- Serve as the first line of control on all disbursement procedures carried out in LACC
- Authenticate all receipts and payments documents used in the disbursement of funds following LACC financial procedures
- Make follow-ups on queries arising from financial reports and ensure corrections and reconciliation are made and the issues are address appropriately
- Develop budget ratio that shows percentages for operational cost under the budget and percentages for program cost
- Assist with reconciliation of bank balances viii and ensure internal control and financial management procedures are adhere to, in consultation with the BoC.
- Perform other finance related duties that may be assigned by the Comptroller\BoC.



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Competencies/ Experience

- Knowledgeable in sound financial practices
- Ability to analyze and interpret financial data;
- Computer literate with good work knowledge of MS Word, Excel;
- Knowledge of government accounting system especially IPSSA and additional accounting software desirable;
- Excellent writing and communication skills
- Fluent in English

Qualifications and Experience

- Master's degree in Business Administration, Accounting or Finance
- At least three (3 to 5) years of public or private sector Accounting

Please address all applications to:

Human Resources Officer
Liberia Anti-Corruption Commission
Tubman Boulevard, Congo Town, Liberia
Monrovia, Liberia

Please address all electronic copies of applications to: wcooper@lacc.gov.lr