



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



**Vacancy Announcement: LACC/SEC / 02 /19**

**INTERNAL & EXTERNAL**

Position:	Comptroller
Reports to	Board of Commissioners
Supervised by:	PM / Administration
Department:	Administration Division
Application period:	Two weeks (Nov. 28 to 12 Dec. 2019)
Contract /Employment type:	Employee

**Organizational Context**

Under the direct guidance and supervision of the Program Manager/Administration and the overall supervision of the Commissioner / Administration, the Comptroller will perform the following duties.

**Functions / Key Results Expected**

- Develop and implement internal control policies that ensure the integrity of financial reports and proper utilization of the Commission's resources;
- Establish systems and control over purchases, inventory management and financial accounting and reporting;
- Prepare and consolidate recurrent and projects budgets in liaison with the Program Manager for Administration and Executive Director;
- Ensure proper maintenance of both manual and computerized accounting records in accordance with existing accounting regulations, instructions and generally accepted accounting principles;
- Prepare quarterly and annual financial statements and other expenditure reports as may be required by GOL and development partners;
- Collaborate with external auditors in vetting of account balances that form the basis of the Commission annual financial statements and other financial reports;
- Advise operating Divisions and Management on accounting regulations, instruction, recommended principles and procedures and any other accounting/financial matters;
- Ensure all income and expenditures are recorded in IPSAS and reported
- Manage all LACC's accounts; follow up and ensure allotments and payments in favor of LACC are process and delivered;



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



Undertake other duties and responsibilities as be assigned for the smooth implementation of LACC objectives

- Lead and supervise staff assigned in the Finance unit;

**Core Competencies**

- Ability to analyze and interpret detailed financial data;
- Knowledgeable in sound financial practices
- Efficient planner and strategic thinker with management advisory skills;
- Computer literate with good working knowledge of MS Word, Excel and other;
- Knowledge or use other financial packages accounting software desirable;
- Excellent writing and communication skills
- Fluent in English.

**Qualifications and Experience**

- A Master's degree in business administration, Finance or Accounting with at least 5 years of experience in working in a leading role in finance and business management;
- At least 7 years' experience working in similar or related fields

Please address all hard copy 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](mailto:wcooper@lacc.gov.lr)