



REPUBLIC OF LIBERIA

LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road
Monrovia Liberia



VACANCY ANNOUNCEMENT: CHIEF ACCOUNTANT

The Liberia Special Economic Zone Authority (LSEZA) is mandated to promote, regulate, and develop Special Economic Zones (SEZs) in Liberia. SEZs are designated areas with specific economic regulations that differ from or are more favorable than those elsewhere in the country..

Against this background, the Liberia Special Economic Zones Authority (LSEZA) is seeking applications from qualified individuals for the position of **Chief Accountant** who will be responsible to promote the establishment and operation of an effective accounting management systems and processes to enhance and support transparency and accountability of financial transactions and to ensure the effective and efficient use of budgetary appropriations and disbursements.

DUTIES AND RESPONSIBILITIES

The Chief Accountant will be responsible for:

- Participating in the preparation of the Authority's annual budget and monitor and its performance and implementation.
- Preparing variance analysis of revenue and expenditure against budget and reports/advice on any deviations for corrective action.
- Keeping accounting books, charts of accounts, accounting manuals, financial statements management of the Authority.
- Ensuring efficient management of the Authority's budgetary allocations and delivering specific financial services to ensure efficient and effective functioning and result-orientation of all technical Divisions and Units.
- Providing relevant and appropriate information to assist the Authority's Management to respond to audit queries.
- Developing accounts payable/receivable systems and monitor its implementation to ensure that all payments are in line with approved accounting policies/ guidelines.
- Reviewing periodic bank reconciliation statements and accounts reconciliation of the Authority and initiates corrective actions where necessary.
- Developing effective and efficient systems, processes, procedures and controls in support of financial and accounting functions including establishment of appropriate databases and tracking schemes.
- Working as a partner with Heads of other Units by assisting with financial control and expenditure return issues through clearly outlining prudent financial practices and identifying risks and recommending potential solutions.
- Designing financial and accounting systems to capture on a timely basis, financial information from Senior Management to promote timely financial accounting and reporting.
- Authorizing payment vouchers and cheques.
- Monitoring closely financial returns documents from Senior Management to ensure that standard accounting principles are followed, and financial laws and regulations are adhered to.
- Supervising the preparation of the Authority's Cash Book and other value books, monthly bank reconciliation statements and treasury reconciliations.

- Providing expert financial planning and expenditure advice on spending at the Authority to the Executive Director for Finance and the Executive Chairman.
- Monitoring compliance of statutory deductions and payments (i.e. tax, etc.).
- Monitoring the Authority's cost/expenditure and prepare relevant reports to guide Management in its decision-making.
- Disbursing financial/budgeted resources in conformity with the priorities and decisions of the Authority and Senior Management.
- Providing accurate and timely Government of Liberia and Development Partners' financial statements to ensure good financial management and timely decision-making and financial reporting.
- Advising and sensitizing Senior Management on the use and timely accounting of financial resources allocated to them to speed up financial reporting to ensure timely releases of funds.
- Maintaining good working relationships with external auditors, Ministries and Agencies and other stakeholders around financial and management accounting.
- Preparing monthly, quarterly and annual financial reports and any other report related to the job function.
- Monitoring to ensure that all financial and management accounting reporting systems are in line with regulatory requirements and International Financial Regulatory Standards.
- Collaborating effectively with the Budget Unit of the Ministry of Finance and Development Planning (MFDP) and facilitates the preparation and implementation of the Authority's budgets in accordance with financial and budget rules and regulations.
- Advising the Senior Management on the disbursement and utilization of funds.

QUALIFICATIONS

- A minimum period of five (5) years relevant work experience, four (4) of which should have been in management.
- A Master Degree in Accounting, Business Administration or related fields is an added advantage.
- Membership in good standing of the Institute of Certified Public Accountants of Liberia or any other recognized professional body.
- Proficiency in computer applications.

KNOWLEDGE AND SKILLS

- Strong Leadership capabilities
- Sound decision-making and problem-solving skills
- Excellent working knowledge in soft skills (Microsoft Word, Excel, Power Point, Access).
- Excellent working knowledge of Financial Management Systems such as quick books, tally etc.
- Must be a self-starter with excellent teamwork skills.
- Sound judgment,
- Excellent analytical skills
- Strong networking and interpersonal skills
- Ability to plan, organize and coordinate work and to cope with a demanding workload.

HOW TO APPLY

Complete application package must be submitted no later than April 28th, 2025, at 5:00 p.m. and shall include the following:

1. A one or two page typed application letter summarizing why you believe you are the most qualified for the position;

2. A complete curriculum vitae which will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience;
3. Documentations i.e., copies of degrees and certificates that address the requirements of the position.

All applications must be sent via soft or hard copy and addressed to:

The Manager, Human Resources & Administration
Liberia Special Economic Zones Authority
VP Road, Old Road
Monrovia, Liberia

Or by Email: hr@liberiaseza.gov.lr with the job title as Subject