

Call for Application for the Position of Finance Officer

EDUCARE is hiring a Finance Officer. The selected officer will develop and oversee the implementation of EDUCARE's Finance strategic framework, policy, and operating procedures and play a key role in managing financial operations, ensuring compliance with regulations, and contributing to the overall financial health of our organization

Selected Candidate must possess skills that include the following; **Financial Analysis, Budget Management, and accuracy and attention to details.**

Primary responsibility:

Financial Management:

- Oversee day-to-day financial activities, including budgeting, forecasting, and cash flow management.
- Maintain accurate financial records and prepare regular financial reports for management.

Compliance:

- Ensure compliance with relevant financial regulations and standards.
- Coordinate and assist with internal and external audits.

Budgeting:

- Collaborate with relevant departments to develop and monitor budgets.
- Provide analysis and recommendations to support budgetary decisions.

Financial Reporting:

- Prepare timely and accurate financial statements.
- Present financial reports to management and stakeholders.

Risk Management:

- Identify and assess financial risks and propose strategies for mitigation.
- Monitor and implement internal controls to safeguard financial assets.

Qualification and Experience:

- Holds a Bachelor's degree in Finance, Accounting, or a related field.
- Possesses at least 5 years of experience in financial management.
- Experience working in Auditing of Financial Reports is a plus
- Strong knowledge of financial regulations and accounting principles.
- Proficient in financial software and Microsoft Excel.

Requirements:

- Cover letter, CV, 3 professional references and any other relevant documents

Interested candidates should send an updated CV and cover letter to educareliberia@gmail.com with the position title (**Finance Officer**) or a hard copy of submission at the head office of EDUCARE, Liberia located on FSH Building, Beside Access Bank, Ashmun and Johnson Streets, Monrovia, Liberia.

Please note: Submission of an application does not guarantee that you will be employed. Only shortlisted applicants will be contacted for an interview

EDUCARE is an equal opportunity employer We encourage candidates from diverse backgrounds to apply particularly Women and individuals with disabilities.

Applications for the position shall be received from 10th of January, 2024 to 9th February, 2024 not later than 05:00pm, Monrovia local time (GMT+0).