



# OFFICE OF THE OMBUDSMAN

Congo Town Backroad, Montserrado County, Liberia  
Cell# 0777-522-023 /0886-514-729 /0777-523-144  
[www.ombudsman.gov.lr](http://www.ombudsman.gov.lr)



## \*\* Office of the Ombudsman - Job Announcement \*\*

The Office of the Ombudsman seeks experienced, competent, and qualified Librarians to support its mission for the (**Accountant**) position. The roles involve supporting the office in its enforcement, investigation, monitoring, overseeing, and evaluating adherence to the Code of Conduct.

### **About Us:**

The office of the Ombudsman is committed to fostering a fair and transparent environment for all its stakeholders. The Office plays a crucial role in addressing concerns, resolving conflicts, and ensuring that all voices are heard in the implementation of the Code of Conduct for Public Officials. We are seeking diligent and professional Liberians to join our team and to support the mission of the Ombudsman's Office. The person selected for this role will have the opportunity to contribute to a fair and transparent organizational culture; an inclusive and collaborative work environment; professional development and career growth opportunities, etc.

**Job Title: Accountant**

**Location:** Monrovia, with the possibility of travels around Liberia

**Job Type:** Full-Time

**Reports To:** The Comptroller

### **Job Summary:**

The Accountant to support its Finance Department. This critical role involves maintaining accurate financial records, preparing detailed reports, and ensuring compliance with accounting standards, organizational policies, and donor guidelines. The Accountant will play a vital role in ensuring efficient financial management and accountability within the Office. To assist the Chief Accountant in maintaining financial records, preparing reports, and ensuring adherence to organizational policies and regulatory standards, contributing to the Office's financial efficiency and transparency.

### **Key Responsibilities:**

- Maintain accurate financial records in compliance with organizational policies and accounting standards.
- Record financial transactions, including journal entries, accounts payable, and receivable.
- Reconcile bank statements, accounts, and ledgers to ensure completeness and accuracy.
- Assist in monitoring expenditures to ensure adherence to budgetary guidelines.
- Prepare financial reports, including income statements, balance sheets, and cash flow statements.
- Support the preparation of monthly, quarterly, and annual financial reports for stakeholders.

- Ensure compliance with Government of Liberia (GoL) regulations, donor requirements, and organizational policies.
- Assist in preparing documentation and schedules for internal and external audits.
- Support the management of donor-funded projects, ensuring compliance with grant agreements.
- Prepare reconciliations and reports related to grants and donor funds.
- Assist in preparing financial documents for donor reporting.
- Process payments, including vendor invoices, staff reimbursements, and payroll.
- Ensure timely disbursement of payments and maintain proper documentation.
- Address discrepancies in financial records in coordination with relevant departments.
- Participate in training sessions to enhance accounting skills.
- Perform other financial and administrative duties as assigned.
- Participate in in-service training and development to stay current with relevant techniques, legal requirements, and organizational policies.

### **Qualifications**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Professional certification (e.g., CPA, ACCA) or progress toward certification is an advantage.
- At least three (3) years of relevant experience in accounting or finance roles.
- Experience in public sector accounting or with donor-funded projects in civil society is preferred.
- Strong understanding of accounting principles and practices.
- Proficiency in accounting software and Microsoft Office applications (Excel, Word, PowerPoint).
- Excellent attention to detail and numerical accuracy.
- Strong analytical and problem-solving skills.
- Effective organizational and time-management abilities.
- High ethical standards and the ability to maintain confidentiality.

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### **Application Process**

Interested candidates are invited to submit a cover letter, detailed resume, and at least three professional references to [ombudsmanliberia@gmail.com](mailto:ombudsmanliberia@gmail.com) by Friday, February 28, 2025, at 5:00 PM, with the desired positions' titles as the subject of the email.

The Office of the Ombudsman is an equal-opportunity employer. Qualified females are especially encouraged to apply.

Note that extensive ethics checks will be carried out on all successful candidates.

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