



LIBERIA ELECTRICITY REGULATORY COMMISSION (LERC)



JOB VACANCY ANNOUNCEMENT (RE-ADVERTISED)

BACKGROUND

The 2015 Electricity Law of Liberia (Electricity Law) provides the legal basis for the establishment of the Liberia Electricity Regulatory Commission (LERC) as the national Regulator, and independent agency with respect to its budget, management, staffing and in the exercise of its duties and authorities (Section 13:3 of the Electricity Law).

The purpose of the Electricity Law is to establish the legal and regulatory framework for the generation, transmission, distribution, and sale of electricity within the territory of the Republic of Liberia and the import and export of the same, to facilitate the implementation of the National Energy Policy.

In fulfilling this goal, the LERC is seeking qualified Liberians to fill the following positions:

- i. **Accountant**
- ii. **Finance Assistant**

HOW TO APPLY

Applicants are urged to follow the below listed requirements for consideration of applications:

1. Check the LERC website www.lerc.gov.lr for details of the job descriptions.
2. Only email applications will be accepted
3. Please address your signed Letter of Application, Curriculum Vitae (CV), and all supporting documents in portable document format (PDF) to the following address below and submit via email to hrvacancy@lerc.gov.lr with a copy to orussell@lerc.gov.lr no later than midnight on April 29, 2022:

***Human Resource & Administrative Manager
Liberia Electricity Regulatory Commission
Behind LoneStar MTN Headquarters
Congo Town, Monrovia, Liberia***

4. Kindly indicate position title in your email subject line
5. If you are applying for more than one positions, please submit a separate email along with the full application package for each position indicating the respective position title in the subject line.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED!

ANNEX: DETAILED JOB DESCRIPTIONS

VACANCY No. 1

Position	:	Accountant
Reports to	:	Finance Manager

A. SCOPE OF RESPONSIBILITIES

A.1. Key Performance Areas:

The key roles and responsibilities of this position are to:

- Manage all accounting transactions of the entity
- Assist with budget forecasts
- Ensure timely publication of financial statements
- Handle all closings as scheduled monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure bank payments are handled in a timely manner
- Compute taxes and prepare tax payments to requisite entity
- Provide monthly report on the LERC's financial strength and liquidity
- Ensure all financial transactions are audited and documented
- Reinforce financial data confidentiality
- Ensure database backups are performed and conducted
- Comply with government of Liberia financial policies and regulations

A.2. Principal Areas of Accountability

The principal areas of accountability shall include but not be limited to the following:

- Assist the Finance Manager in managing the day-to-day financial operations of the Commission (such as payroll, invoicing and other related transactions)
- Prepare, examine or analyze accounting records, financial statements or reports to assess accuracy, completeness and conformance to reporting and procedural standards.
- Analyze operations, trends, costs, revenues, financial commitments and obligations to project future revenues and expenses and provide advice.
- Compute taxes and ensure compliance with payment and other tax requirements.
- Record and document all financial records both electronically and hardcopies as applicable
- Analyze and monitor budget by comparing budgeted costs to actual costs and reporting

A.3. Specific Duties

- Assist with the preparation of budget forecasts
- Ensure financial statements are published in time as per in-house financial principles
- Ensure monthly, quarterly and annual closings (balance sheet and profit/loss statements) are handled as per financial calendar
- Reconcile accounts payable and receivable on a bi-monthly basis and oversee bank reconciliation statements
- Liaise with the IT Team to ensure database backups are conducted in line with agreed schedule
- Audit financial transactions and documents and flag ill-regularities
- Payroll verification

B. Qualifications, Experience, and Competencies

- Bachelor's degree in Accounting/Finance/Internal Audit with minimum of Five (5) years' experience in Financial Management & Accountancy.
- Excellent knowledge of GoL Accounting Regulations and procedures including the Generally Accepted Accounting Principles (GAAP) and techniques
- Knowledge of Public Financial Management Laws, Rules & Regulation, is highly desirable
- Experience in coordinating and supervising activities
- Hands-on experience with Accounting software (e.g. QuickBooks)
- Advance proficiency in MS Excel, Word, PowerPoint
- Proficiency in General Ledger Functions
- Experience in financial planning and budgeting
- General Accounting Skills– knowledgeable of best practices in general and government accounting
- Analytical Thinker – capable of managing the alignment and execution of tactical financial activities
- Problem Solver – ability to assist in solving business challenges but looks to direct manager for advice and guidance
- Operational Value Supporter – ability to execute accounting processes and procedures in line with identified practices
- Change Champion – ability to role-model ethical practices to boost the financial reporting standards of LERC
- People Support Manager – ability to support team work and capability development by realizing potential
- Relationship Builder – Builds relationships with external and internal customers and teams
- Results Oriented – ability to drive team objectives and contribute to sustainability of results
- Operationally Astute – keen attention to details and is capable of clarifying priorities by planning, organizing and coordinating the work of others
- Strong organizational and time management skills
- Must demonstrate from previous work experience the ability to collaborate effectively with peers, as well as work across departments or units
- Excellent written and verbal communication skills

VACANCY No. 2

Position	:	Finance Assistant
Reports to	:	Finance Manager

A. SCOPE OF RESPONSIBILITIES

A.1. Key Performance Areas:

The key roles and responsibilities of this position are to:

- Assist with financial data entry and general bookkeeping
- Manage data and reports by checking for errors and verifying accuracy of information
- Prepare receipts, vouchers, invoices, etc. for entry into data sheets
- Assist with the preparation of financial statements and reports
- Assist with audits compliance as necessary
- Adhere to GoL Accounting/Finance Laws and regulations
- Process bank payments in a timely manner
- Assist with the processing of requisite tax payments

A.2. Principal Areas of Accountability

The principal areas of accountability shall include but not be limited to the following:

- Record and document all financial records in the most appropriate style
- Analyze and monitor budget by comparing budgeted costs to actual costs and reporting
- Update and maintain financial records
- Prepare spreadsheets for data entry; including budgets, accounting information, etc.
- Take direction from and update the Finance Manager
- Independently prioritize daily tasks and responsibilities
- Be informed of all financial policies and practices (including data privacy) of the Commission and provide excellent customer service to clients (both internal & external)
- Classify, record and summarize numerical and financial data in a journal /ledger or Excel spreadsheet
- Maintain a high level of confidentiality

A.3. Specific Duties

- Assist in creating and setting budgets
- Ensure financial requests are accurate and properly tracked
- Follow-up on all bank statements for reconciliation
- Receive and log all bank deposits (cash, checks & vouchers) in both electronic and hard cash book
- Flag inconsistencies in documentation and ensure compliance
- Account for all petty-cash transactions and request replenishment
- Code documents according to the commission financial procedures

B. Qualifications, Experience, and Competencies

- Bachelor's degree in Accounting/Finance with minimum of Three (3) years in Financial Management.
- Excellent knowledge of GoL Accounting Regulations and procedures including the Generally Accepted Accounting Principles (GAAP) and techniques
- Knowledge and skilled in Basic Accounting/Bookkeeping practices and processes

- Computer knowledge and experience using Microsoft Suite (mainly Excel) and other Accounting and data input software (QuickBooks)
- General Accounting Skills– knowledgeable of best practices in general and government accounting
- Analytical Thinker – capable of managing the alignment and execution of tactical financial activities
- Problem Solver – has the ability to assist in solving business challenges but looks to direct manager for advice and guidance
- Operational Value Supporter – has the ability to execute accounting processes and procedures in line with identified practices
- Change Champion – ability to role-model ethical practices to boost the financial reporting standards of LERC
- People Support Manager – self-aware/starter, and supports team capability development by realising potential
- Relationship Builder – ability to build relationships with external and internal customers and teams
- Results Oriented – ability to drive team objectives and contribute to sustainability of results
- Operationally Astute – keen attention to details and is capable of clarifying priorities by planning, organizing and coordinating the work of others
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- Must demonstrate from previous work experience the ability to collaborate effectively with peers, as well as work across departments or units
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