

Liberia Telecommunications Authority
Building No. D-168, Congo Town Back Rd.
Monrovia, Liberia



VACANCY ANNOUNCEMENT

Job Title: Comptroller
Reports to: Chairperson
Department: Administration, Operations and Legal
Deadline: April 22, 2014

- Prepare all financial statements in accordance with relevant Accounting standards and/or framework, as may be required by the Ministry of Finance (IPSAS, IFRS, etc.).
- Collate, formulate and monitor the execution of annual budgets and financial plans of the LTA.
- Ensure the development of chart of accounts, cash books and ledgers.
- Develop and maintain positive banking relationships.
- Prepare monthly and quarterly financial statements and reports with budget comparisons.
- Review and approve monthly bank reconciliations prepared by LTA Finance Section staff, before submission to the Chairperson and Board of Commissioners (BOC).
- Ensure the maintenance of a Fixed Assets Register.
- Review daily/weekly income and expenditure transactions processed by Accountants to ensure compliance with LTA Accounting Policies and Procedures Manual, which shall be regularly reviewed and updated to reflect changes in the Public Finance Management Act and Regulations, as well as other applicable financial accounting standards and procedures.
- Supervise the activities of the junior and senior accountants.
- Ensure the payroll is prepared on a timely basis and employees are paid as scheduled.
- Ensure all statutory withholdings are remitted to the requisite authority on a timely basis.
- Ensure all expenditures are made in accordance with the budget.
- Coordinate with the Licensing Department to ensure that all Telecommunication Service Providers are invoiced and payments received on a timely basis.
- Ensure that all other debtors are informed about their indebtedness to LTA and that payments are received.
- Ensure all vendors' invoices are paid on time and that any provisions for discounts are considered.
- Coordinate with internal LTA Departments to obtain inputs for consolidation into draft annual budgets for the BOC's review and approval.
- Perform any other duties as may be required.

QUALIFICATIONS & EXPERIENCE:

- 5 years practical experience plus a Bachelor's Degree in Accounting or Finance; or
- 10 years' transferable experience and skills plus Bachelor's Degree in Accounting or Finance; or
- 2-3 years' practical experience plus Master's Degree in Accounting or Finance.
- Excellent public and personal reputation.

OTHER REQUIREMENTS:

- Honesty and personal integrity
- Good interpersonal skills
- Ability to manage a team
- Good oral and written communication skills
- Good analytical skills
- Advanced working knowledge of Excel spreadsheets and financial applications used by the LTA (currently QuickBooks)
- Proficiency in MS Word and Power Point
- Working knowledge of MS Access or other database software is desirable
- Willingness and ability to work long hours and weekends as may be required from time to time.

The position is open to suitably qualified Liberians with the ability to work in a fast-paced, multi-tasking environment. After initial screening, qualified applicants will be invited for an interview. **Only** short-listed applicants will be contacted. Selected candidates may be required to submit, prior to being hired, *a sworn / notarized statement / affidavit that he/she has not resigned, been investigated or dismissed from employment, for allegations of misconduct involving dishonesty or other venal acts; or if investigated, has been cleared of all allegations against him/her.*

Interested applicants must submit the following for the application to be considered:

- 1) Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number(s) and email address if available). All other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position for which application is being submitted.
- 2) Each application must be submitted in a sealed envelope, addressed to:
Liberia Telecommunications Authority
Building D168, Congo Town Backroad (Adjacent the First Baptist Church)
Application for **Comptroller**
Monrovia, Liberia

Or send applications to humanresources@lta.gov.lr