

**PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION  
STRUCTURE, OPERATIONS AND TRAINING**

<b>POSITION TITLE</b>	Junior Accountant
<b>DEPARTMENT</b>	Finance and Administration Division
<b>RESPONSIBLE TO</b>	Senior Accountant
<b>RESPONSIBLE FOR</b>	<p><b>Staff:</b> None</p> <p><b>Physical Assets:</b> Physical Assets (Furniture, computers, printers, materials and supplies, etc.) allocated to the Junior Accountant by the Director of Finance and Administration</p> <p><b>Financial Assets:</b> None</p> <p><b>Intangible Assets:</b> Reputation of the Commission as related to the performance of assigned duties</p>
<b>JOB PURPOSE</b>	To assist the Director of Finance and Administration in maintaining proper accounting systems for PPCC, in compliance with the PFM Act of 2009.
<b>INTERNAL RELATIONSHIPS</b>	Executive Director, Director and Officers of the Finance and Administration Division, Senior Accountant, and other staff
<b>EXTERNAL RELATIONSHIPS</b>	By delegation and instructions from the Director, interact with <ul style="list-style-type: none"> <li>• Officers from other public or private entities in line with the performance of his/her official duties</li> </ul>
<b>DUTIES</b>	<ul style="list-style-type: none"> <li>• Primary responsibility is to prepare budgets, financial statements and supporting schedules; monitor budget execution; and prepare monthly and quarterly performance reports</li> <li>• Facilitate and complete monthly close procedures</li> <li>• Analyze revenues and expenses to ensure that they are recorded appropriately on a monthly basis</li> <li>• Prepare monthly account reconciliations</li> <li>• Assist with financial audits</li> <li>• Assist with preparing tax returns and PFM reporting requirements</li> <li>• Assist in documentation and monitoring of internal controls</li> <li>• Perform any other duties as may be assigned</li> </ul>
<b>OUTPUTS</b>	<ul style="list-style-type: none"> <li>• Monthly reports</li> <li>• Quarterly financial reports</li> </ul>
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Bachelor's or higher degree in Accounting or Finance</li> <li>• Strong understanding of accounting theory</li> <li>• Five years accounting/finance experience</li> <li>• Excellent personal and professional reputation</li> </ul>
<b>OTHER QUALITIES OR REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Analytical</li> <li>• Ability to meet deadlines, and cope with constant work pressure</li> <li>• Must be able to communicate fluently and make reports in English</li> <li>• Organized and detail-oriented</li> <li>• Strong interpersonal skills and team spirit</li> <li>• Computer literate, with skills in Microsoft Word, Microsoft Excel and Microsoft Access.</li> <li>• Ability to work with minimum supervision</li> </ul>

All applications should be received not later than 4:00pm, on Tuesday, March 19, 2013. Please address applications to the attention of:

**Director of Finance and Administration**  
**Public Procurement and Concessions Commission (PPCC)**  
**Executive Mansion Grounds, Capitol Hill**  
**Monrovia, Liberia**  
**Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr)**