



Liberia Electricity Regulatory Commission

**D-1436 Tubman Boulevard, adjacent NASSCORP,
24th Street, Sinkor, Monrovia, Liberia**



Terms of Reference and Scope of Services

Title: Finance Officer

Department: Finance Department

I Background

The Liberia Electricity Regulatory Commission (LERC) was established as the independent regulator for the electricity industry under the 2015 Electricity Law of Liberia (2015 ELL). LERC oversees the transformation and development of the electricity sector to attract investment, improve availability and adequacy as well as quicken the pace of access to electricity in the liberalized market.

The LERC grants Licenses and Certification to Electrical Professionals (Electricians, Electrical Inspectors, Energy auditors, Artisans, Solar PV installers and Electrical Contractors) involved with electrical works, including the design, installation, commissioning, maintenance, repair, inspection and testing of such works as well as energy efficiency. The LERC also receives and resolves complaints from customers of licensed Electricity Distributors.

The Terms of Reference outlined below are for **Finance Officer** to provide support to the Finance Department and be directly supervised by the Finance Manager.

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 support documents in portable document format (PDF) to the following address below and submit via email to application@lerc.gov.lr no later than midnight on **October 30, 2026**:

**Human Resource Manager
Liberia Electricity Regulatory Commission
D-1436 Tubman Boulevard, Adjacent NASSCORP
24th Street, Sinkor Monrovia, Liberia**

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

I. Scope of Responsibilities

Finance Officer will ensure that all financial transactions and processes comply with laws, regulations, and established policies. The post will prepare financial reports and analyze financial data to provide insights that guide strategic decision-making.

II. Key Performance Areas:



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- Handle all accounting transactions of the entity
- Assist with budget forecasts
- Ensure timely preparation 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
- Comply with government of Liberia financial policies and regulations

III. 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 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

IV. 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 oversea 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

V. Qualifications, Experience, and Competencies

- Bachelor's degree in accounting or finance; an MBA is an added advantage.
- 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



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- Hands-on experience with accounting software (e.g. QuickBooks)
- Proficiency in General Ledger Functions
- Proficiency in MS Excel, Word, PowerPoint
- Experience in financial planning and budgeting
- General Accounting Skills– is knowledgeable of best practices in general and government accounting
- Results Oriented – has the ability to drive team objectives and contribute to sustainability of results
- 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

VI. Performance Criteria

The Finance Officer performance will be evaluated by his/her supervisor. Key Performance Indicators of his/her performance shall be the timely completion of tasks and the quality of his/her output.

VII. Duration of Contract

The Finance Officer shall be a permanent employee. S/he shall be given an indefinite contract that may only be terminated with cause.

VIII. Duty Station

The Finance Officer shall be stationed in Monrovia and shall be required to travel to other counties in Liberia when assigned.