



YOUTH CRIME WATCH OF LIBERIA (YCWL)

JOB DESCRIPTION

Position: Project Accountant – PEACE Project

Project: Protection in Education Advancement for Community Empowerment (PEACE)

Project Title: *Strengthening Health, Education, and Economic Pathways for Girls and Young People in Bomi, Lofa, and Nimba Counties – Pilot Phase*

Project Location: Bomi, Lofa, and Nimba Counties, Liberia

Duty Station: YCWL Head Office, Wood Camp Community, Paynesville, with frequent travel to project counties

Contract Duration: 10 Months, with possibility of extension subject to funding and performance
Employment Type: Full-time / Project-based

Reports To: Finance and Admin Manager

Technical/Functional Reporting: Project Manager/ Finance Officer

Organization: Youth Crime Watch of Liberia (YCWL)

JOB PURPOSE

The Project Accountant will be responsible for the effective financial management, accounting, budget monitoring, financial reporting, and financial compliance of the PEACE Project implemented by Youth Crime Watch of Liberia (YCWL) in Bomi, Lofa, and Nimba Counties.

The Project Accountant will ensure that project funds are used economically, efficiently, transparently, and in accordance with YCWL financial policies and procedures, the approved project budget, donor requirements, applicable Liberian laws and regulations, and sound accounting principles.

The position will work closely with the Executive Director, Project Lead, Finance & Administration Manager, Monitoring, Evaluation, Accountability and Learning (MEAL) Officer, field staff, project partners, and other relevant stakeholders to ensure strong financial controls and timely reporting throughout the project lifecycle.

The Project Accountant will play a key role in ensuring that financial information is accurate, complete, properly documented, readily available for review and audit, and linked to project results and implementation progress.

KEY RESPONSIBILITIES

Project Financial Management and Accounting

1. Maintain accurate and up-to-date accounting records for the PEACE Project.



2. Ensure that all project transactions are properly coded and recorded against the approved budget lines.
3. Prepare and maintain project cashbooks, ledgers, journals, payment vouchers, receipts, and other accounting records.
4. Review financial transactions to ensure they are properly authorized, supported, and compliant with YCWL policies and donor requirements.
5. Ensure that project expenditures are reasonable, allowable, allocable, properly documented, and within approved budget limits.
6. Maintain accurate records of project advances, liquidations, reimbursements, and outstanding balances.
7. Monitor project bank and cash transactions and support timely bank reconciliations.
8. Ensure that project funds are adequately safeguarded and used only for approved project purposes.
9. Support the preparation of cash forecasts and project cash requirements in coordination with the Project Lead and Finance & Administration Manager.
10. Maintain an organized and secure financial filing system for all project documentation.

B. Budget Management and Monitoring

1. Monitor expenditure against the approved PEACE Project budget on a regular basis.
2. Prepare monthly budget-versus-actual expenditure reports.
3. Identify budget variances, underspending, overspending, and potential financial risks and communicate these promptly to management.
4. Work with the Project Lead to ensure that planned activities are adequately budgeted and financially supported.
5. Track expenditure by activity, outcome, county, budget line, and funding category where applicable.
6. Ensure that project expenditures are incurred only against approved activities and budget lines.
7. Support the preparation of budget revisions, reallocation requests, and financial projections when required.
8. Provide financial information to management to support evidence-based project planning and decision-making.
9. Monitor burn rate and expenditure trends throughout the project period and flag significant deviations from the implementation plan.
10. Ensure that financial resources are aligned with the project's results-based implementation approach.

Donor Financial Compliance and Reporting

1. Ensure compliance with Plan International Liberia's financial reporting and documentation requirements applicable to the project.
2. Prepare accurate and timely financial reports for each project funding installment.
3. Support the preparation of quarterly financial reports and the final financial report for submission to Plan International Liberia.
4. Ensure that financial reports reconcile with the organization's accounting records and project activity reports.
5. Prepare expenditure schedules and supporting financial documentation required by the donor.



6. Ensure that all reported expenditures are supported by appropriate source documents.
7. Maintain a clear audit trail from project activities and expenditures to the financial reports submitted to the donor.
8. Review donor financial requirements and advise management on relevant compliance obligations.
9. Support responses to donor financial queries and requests for clarification.
10. Ensure that all financial reporting deadlines are tracked and met.

Financial Documentation and Internal Controls

1. Verify that payment requests are supported by appropriate documentation, approvals, quotations, invoices, receipts, contracts, attendance records, activity reports, or other relevant evidence.
2. Ensure proper segregation of financial duties in accordance with YCWL policies.
3. Conduct routine checks on project transactions to identify errors, duplicate payments, unsupported expenditure, or potential misuse of funds.
4. Ensure that advances are properly authorized and retired within the required timeframe.
5. Maintain a register of outstanding advances and follow up with responsible staff for timely liquidation.
6. Ensure that procurement-related financial documents are complete and properly filed.
7. Work closely with the Procurement/Operations function to ensure that procurement transactions are accurately reflected in project accounts.
8. Ensure that financial records are maintained in both physical and electronic formats where applicable.
9. Support the strengthening of internal financial controls throughout project implementation.
10. Immediately report suspected financial irregularities, fraud, misuse of funds, or material control weaknesses to the appropriate authority in accordance with YCWL procedures.

Cash and Bank Management

1. Support the management of project bank accounts and cash transactions in accordance with YCWL financial procedures.
2. Prepare and process payment documentation for approved project expenditures.
3. Conduct or support monthly bank reconciliations.
4. Monitor project cash balances and ensure sufficient liquidity for approved activities.
5. Maintain accurate records of cash advances provided to project staff and partners.
6. Ensure timely retirement of advances and follow up on outstanding balances.
7. Ensure that cash handling procedures are consistently followed during field activities.
8. Support verification of field expenditures and financial documentation from Bomi, Lofa, and Nimba Counties.

Field Financial Monitoring

Given that the project will be implemented across three counties, the Project Accountant will:



1. Conduct periodic financial monitoring visits to project locations in Bomi, Lofa, and Nimba.
2. Review field-level financial documentation and activity expenditure records.
3. Verify selected expenditures against supporting documents and approved activities.
4. Support field staff in understanding and complying with YCWL financial procedures.
5. Review advances and liquidations associated with county-level activities.
6. Identify financial management challenges at field level and recommend corrective actions.
7. Provide financial guidance to project staff and community-based partners where required.
8. Ensure that financial documentation generated during community activities, trainings, dialogues, school activities, and other interventions is complete and properly maintained.

Partner and Community-Level Financial Management

Where project activities involve CBOs, community structures, schools, technical partners, or other implementing partners, the Project Accountant will:

1. Support financial due diligence and assessment of implementing partners where required.
2. Review partner budgets and financial documentation.
3. Monitor partner advances and financial accountability.
4. Ensure that partner expenditures comply with approved budgets and agreed financial procedures.
5. Review partner financial reports and supporting documentation.
6. Provide financial management guidance and capacity strengthening to relevant partners.
7. Follow up on outstanding financial documentation and liquidation.
8. Support the Project Lead and management in identifying and addressing partner financial risks.

Payroll, Taxes and Statutory Compliance

1. Support processing of project-related staff payments, allowances, consultancies, and other approved personnel costs.
2. Ensure that applicable taxes and statutory deductions are correctly calculated and documented.
3. Maintain appropriate records of payroll-related project expenditures.
4. Coordinate with the Finance & Administration Manager to ensure compliance with applicable Liberian tax and statutory requirements.
5. Maintain supporting documentation for consultant and service-provider payments.

Financial Reporting and Analysis

The Project Accountant will prepare or contribute to:



- Monthly project financial reports.
- Budget-versus-actual expenditure reports.
- Cash forecasts.
- Project expenditure schedules.
- Funding installment financial reports.
- Quarterly financial reports.
- Final project financial report.
- Financial analysis for management decision-making.
- Financial information required for donor reporting.
- Audit schedules and supporting documentation.
- Financial sections of project progress reports where required.

The Project Accountant will work closely with the MEAL Officer to ensure that financial reporting is appropriately linked with implementation progress, outputs, outcomes, and project results.

Audit and Compliance Support

1. Prepare project financial records and supporting documentation for internal and external audits.
2. Coordinate with auditors and provide requested financial information through authorized management channels.
3. Maintain a complete audit trail for project expenditures.
4. Respond to audit queries and support management in implementing agreed recommendations.
5. Ensure that audit findings relating to the project are documented and followed up.
6. Support periodic internal financial reviews and spot checks.

COORDINATION AND WORKING RELATIONSHIPS

The Project Accountant will work closely with:

- Executive Director
- Finance & Administration Manager
- Project Lead/Project Officer
- MEAL Officer
- Procurement and Logistics personnel
- County/Field Officers
- Program staff
- Community-based organizations and project partners
- Service providers and consultants
- Relevant government and coordination structures
- Plan International Liberia, where authorized

The position will maintain professional communication with project staff while ensuring that financial controls and compliance requirements are consistently upheld.

KEY DELIVERABLES



The Project Accountant will be responsible for ensuring the timely completion of:

1. Accurate project accounting records.
2. Monthly project expenditure reports.
3. Monthly budget-versus-actual reports.
4. Updated project cash forecasts.
5. Bank and cash reconciliations.
6. Advance and liquidation tracking.
7. Financial reports for funding installments.
8. Quarterly financial reports.
9. Final PEACE Project financial report.
10. Complete and well-organized project financial files.
11. Audit-ready financial documentation.
12. Timely identification and reporting of budget variances and financial risks.

QUALIFICATIONS

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, Economics, or a related field.
- Professional accounting qualification or progress toward a recognized professional accounting certification will be an advantage.
- At least **3 years of relevant accounting or financial management experience**, preferably with an NGO or development organization.
- Demonstrated experience managing project finances and donor-funded projects.
- Experience with budget monitoring and financial reporting.
- Good knowledge of accounting principles and internal controls.
- Experience working with computerized accounting systems and Microsoft Excel.

Desirable Experience

Experience working with projects funded or implemented in partnership with international NGOs, UN agencies, bilateral donors, or other development partners will be an advantage.

Experience with Plan International or similar donor financial requirements will be considered an asset.

TECHNICAL COMPETENCIES

The successful candidate should demonstrate:

- Strong accounting and bookkeeping skills.
- Strong budget management and financial analysis skills.
- Knowledge of NGO/project accounting.
- Knowledge of donor financial compliance.
- Strong Microsoft Excel skills.
- Ability to prepare accurate financial reports.
- Strong reconciliation skills.



- Knowledge of internal control systems.
- Understanding of procurement and financial documentation requirements.
- Ability to manage financial records electronically and physically.
- Strong attention to detail.
- Ability to identify financial risks and irregularities.
- Ability to work with financial data from multiple counties and project locations.

CORE COMPETENCIES

The Project Accountant should demonstrate:

- Integrity and high ethical standards.
- Accountability and transparency.
- Attention to detail.
- Confidentiality.
- Professionalism.
- Strong organizational skills.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a multidisciplinary team.
- Ability to meet deadlines under pressure.
- Problem-solving and analytical skills.
- Commitment to gender equality, inclusion, safeguarding, and the rights of children and young people.
- Commitment to YCWL's mission and values.

GENDER, SAFEGUARDING AND INCLUSION RESPONSIBILITIES

The Project Accountant is expected to uphold YCWL's commitment to safeguarding, gender equality, inclusion, accountability, and protection from sexual exploitation, abuse, and harassment.

The position will:

1. Ensure financial practices do not create barriers to the safe and meaningful participation of girls, young women, children, persons with disabilities, or other marginalized groups.
2. Maintain confidentiality of sensitive financial and beneficiary information.
3. Comply with YCWL safeguarding and code-of-conduct requirements.
4. Report safeguarding concerns through established YCWL reporting mechanisms.
5. Promote accountability, transparency, and responsible use of project resources.
6. Ensure financial documentation associated with vulnerable beneficiaries is handled securely and confidentially.



PERFORMANCE INDICATORS

Performance will be assessed against, among others, the following indicators:

- Accuracy and completeness of project financial records.
- Timeliness of monthly financial reporting.
- Timeliness and accuracy of donor financial reports.
- Percentage of project expenditure properly supported by documentation.
- Timeliness of advance liquidation.
- Accuracy of budget-versus-actual reporting.
- Timeliness of bank and cash reconciliations.
- Compliance with approved project budgets.
- Number and significance of unresolved financial audit findings.
- Timely identification and communication of budget variances.
- Completeness and accessibility of project financial files.
- Compliance with YCWL and donor financial procedures.

TRAVEL REQUIREMENT

The position requires regular travel to project implementation locations in **Bomi, Lofa, and Nimba Counties** to conduct financial monitoring, verification, capacity strengthening, and support to field teams and implementing partners.

Travel may involve rural and hard-to-reach communities and therefore requires flexibility and willingness to work under varying field conditions.

Safeguarding and Code of Conduct

Youth Crime Watch of Liberia maintains a **zero-tolerance approach to sexual exploitation and abuse, sexual harassment, child abuse, exploitation, discrimination, and other forms of misconduct.**

The successful candidate will be required to:

Sign and comply with YCWL's Code of Conduct and safeguarding policies.

Participate in mandatory safeguarding and protection orientation.

Maintain professional boundaries with project participants.

Protect the confidentiality and dignity of beneficiaries.

Report safeguarding concerns through approved mechanisms.

Never use their position to exploit, abuse, intimidate, discriminate against, or solicit project participants.

Comply with all applicable YCWL and donor safeguarding requirements.

Apply survivor-centered and do-no-harm principles in all relevant activities.

Avoid independently investigating or mediating GBV or child protection cases.

Application Process

Interested and qualified candidates should submit:

A current **CV of no more than three (3) pages;**

A brief cover letter explaining their suitability for the position; and

Contact information for **three professional references.**

Applications should be submitted electronically to:

Email: vacancy@ycwliberia.org

Application Deadline: Wednesday, September 30, 2026

Only electronic applications will be accepted.



Due to the urgency of the position, applications may be reviewed and processed on a **rolling basis**. YCWL therefore reserves the right to close the recruitment process before the stated deadline once a suitable candidate is identified.

Equal Opportunity Statement

YCWL is committed to diversity, inclusion, gender equality, and equal employment opportunities.

Qualified women, persons with disabilities, young professionals, and candidates with strong community-level experience are particularly encouraged to apply.

YCWL will recruit based on **competence, integrity, relevant experience, commitment to safeguarding, and suitability for the position**, without discrimination.