



REPUBLIC OF LIBERIA

WITNESS PROTECTION UNIT

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OFFICE OF THE DIRECTOR

INVITATION FOR APPLICATION FOR THE POSITION OF ASSISTANT MANAGER – FINANCE AT THE WITNESS PROTECTION UNIT/AGENCY OF LIBERIA

Job Title: Assistant Manager - Finance

Division: Finance

Reports To: Finance Manager/Comptroller

Location: Head Office, Mamba Point, Monrovia, Liberia

Employment Type: Full-time

Application Deadline: Friday, January 30, 2026

Background

The Witness Protection Unit (WPU) is an autonomous Agency under the Executive Branch of the Government of the Republic of Liberia. The Agency is mandated to ensure the protection, safety, confidentiality, and welfare of witnesses and whistleblowers. As part of its mandate to foster public trust and transparency, the Agency seeks a qualified and committed professional to serve as Assistant Manager – Finance.

Position Summary

The Assistant Manager – Finance supports the Finance Manager in overseeing financial operations, budgeting, reporting, and internal controls. The role ensures accurate financial records, compliance with financial policies and regulations, and effective financial planning to support the Witness Protection Unit.

Duties & Responsibilities

Financial Management & Reporting

- Assist in preparing monthly, quarterly, and annual financial statements and reports.
- Support the maintenance of accurate accounting records in accordance with applicable accounting standards.
- Review journal entries, reconciliations, and financial transactions for accuracy and completeness.
- Assist in the preparation, monitoring, and control of annual budgets.
- Support cash flow forecasting and financial planning activities.
- Analyze budget variances and provide explanations and recommendations.
- Support the implementation and monitoring of internal financial controls.
- Ensure compliance with organizational financial policies, donor requirements (where applicable), and statutory regulations.
- Assist in coordinating internal and external audits and implementing audit recommendations.
- Assist in managing bank accounts, cash management, and payment processing.
- Review payroll and statutory deductions.
- Assist the Finance Manager to prepare financial summaries and presentations for management meetings.
- Review work prepared by junior staff to ensure quality and compliance.

Team Leadership and Capacity Building

- Supervise and support finance staff.
- Foster a collaborative and high-performance team culture.
- Identify training needs and support professional development.

Working Conditions

- Office-based with occasional travel and external meetings.
- May require extended hours during peak periods or urgent deadlines.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, Management Economics, or a related field.
- 3–5 years of relevant experience in finance, accounting, or auditing.
- Experience in budgeting, financial reporting, and internal controls.
- Experience working with government, donors, and multi-stakeholder platforms is an asset.

Core Competencies

- Strong knowledge of accounting principles and financial management practices.
- Budget preparation, implementation, and monitoring
- Financial forecasting and cash-flow management
- Cost control and expenditure analysis
- Strong understanding of financial regulations and standards
- Proficiency in accounting software and MS Excel.
- Good communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.

Confidentiality and Security Requirements

Due to the sensitive nature of the Witness Protection Unit's mandate, the **Assistant Manager - Finance** shall maintain strict confidentiality, sign a Non-Disclosure Agreement (NDA), and successfully undergo background and security clearance prior to appointment.

Application Procedure

Interested applicants should submit the following documents:

1. Cover Letter addressed to the Director, Witness Protection Unit/Agency
2. Updated Curriculum Vitae (CV)
3. Copies of academic and professional credentials
4. At least two (2) professional references

Applications should be submitted via email to:

witnessprotectionunitlib@gmail.com

or delivered in person to: Director, Witness Protection Unit/Agency, Ministry of Justice, Mamba Point, Monrovia, Liberia. **Only shortlisted candidates will be contacted for interviews.**

The Witness Protection Unit/Agency is an equal opportunity employer committed to diversity, integrity, and national service.