



Finance Manager, Liberia

Together with our partners in Liberia, Kvinna till Kvinna work for women's political and economic rights, promoting respect for sexual and reproductive health and rights and supporting conflict resolution. Kvinna till Kvinna is currently undergoing a process of restructuring in Liberia, with a transition toward localising all positions. As part of this change, we are recruiting a Finance Manager (local contract) to be based in Monrovia, with overall responsibility for ensuring implementation of financial management routines in the office, and for conducting financial organisational assessments and capacity-building of partner organisations in financial management and administrative management.

Deadline for applying: 1 November, 2025

The Kvinna till Kvinna Foundation has defended women's rights since 1993. For every woman's right to be safe and to be heard. Today we are one of the world's leading women's rights organisations, working directly in areas affected by war and conflict to strengthen women's influence and power. We work closely together with over 150 local partner organisations across 20 countries to end violence against women, reach lasting peace and close the gender gap once and for all. The future is equal. And together, we are change.

About the job

Kvinna till Kvinna has supported women's rights in Liberia since 2009 with an office in Monrovia since 2011.

As Finance Manager you hold overall responsibility for the financial management of the office and programmes/ project, in close dialogue with the Country Director. This includes a number of tasks related to grant management and partner support including conducting financial assessments of partner organisations and review their budget proposals, financial reports and audits, conduct spot checks and lead capacity building of partner organisations in financial management to ensure compliance with guiding documents and back donor requirements.

You are expected to strategically lead and ensure high-quality planning and implementation related to financial management, ensuring efficient payments and disbursements, timely maintenance of accounts in Xledger accounting software and lead monthly financial closures and regular audit processes.

The Finance manager is also responsible to maintain overall office budget control and monitor cash flows and expenditures; ensure that all payments for NASSCORPS and the Liberian Revenue Authority are in compliance with local laws and regulations.

As a finance manager you are key in institutional fundraising efforts and financial reporting to back donors.

Finally the Finance Manager lead the organisation's anti-corruption work ensure our anti-corruption policy is implemented both internally and externally; through capacity-building of staff and partners and supporting potential investigations.

About You

You are a person of high integrity, guided by a strong sense of responsibility and accuracy in your work. Transparency and accountability are core values for you, and you hold yourself to the highest ethical standards. You remain calm and responsive even in demanding situations and approach challenges with professionalism and composure. Your commitment to women's human rights and gender equality is not just part of your work—it is part of who you are. You bring collaboration, clear communication, and respect for others into every interaction, fostering trust and positive working relationships with colleagues and partners alike.

Required Qualifications

- Bachelor's degree or equivalent in Business Administration, Finance, Economics, or a similar field, with a focus on financial management and accounting
- Minimum of three years of relevant work experience in financial management, bookkeeping, payroll, grant, and audit management within international development cooperation or similar contexts
- Proven experience in identifying capacity-building needs and providing financial management support to local NGOs
- In-depth knowledge of Liberian tax and social security legislation
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Experience using digital accounting software
- Demonstrated experience in fundraising from institutional donors
- Excellent knowledge of English
- Knowledge and experience in anti-corruption strategies and measures
- Ability to organise and prioritise workload effectively, work flexibly, proactively, and use initiative

Merits

- Experience preparing budgets for proposals or concept notes and producing financial reports for international donors such as Sida or the European Union



What we offer

You will join a more than 120 dedicated colleagues at Kvinna till Kvinna, working together for women's rights in over 20 conflict-affected countries. As part of this global team, you will be based in our Monrovia office, with regular online collaboration across offices and regions. Occasional travel within Liberia and internationally may also be part of the role, giving you the opportunity to connect directly with partners and peers.

Kvinna till Kvinna is a value-driven organisation with a strong commitment to equality, diversity and inclusion. We believe in creating a supportive and respectful workplace where everyone can thrive, contribute their perspectives, and feel part of a shared mission.

Terms & conditions

This position is offered on a local Liberian contract in line with the Decent Work Act of Liberia. Candidates must have the legal right to reside and work in Monrovia.

The position is full-time, one year with the possibility of extension depending on funding, and includes a probationary period. The start date is no later than 1 January 2026.

We offer a standard 37.5-hour working week with flexible, goal-oriented arrangements. Staff are entitled to 25 working days of annual leave, plus all national public holidays, as well as paid sick leave, parental leave, and other leave entitlements. Employees also receive a wellness allowance and access to a weekly wellness hour.

Kvinna till Kvinna provides pension and insurance coverage, including health insurance for employees and dependents, accident and travel insurance, and contributions to the national social security and pension scheme (NASSCORP). Salaries are paid in USD and reviewed annually.

Application

We look forward to receiving your application in English, submitted exclusively through our online recruitment portal.

<https://jobs.kvinnatillkvinna.se/jobs/6610321-finance-manager-liberia>