

Job Vacancy

Title: Finance and Administration Manager

Date of Issuance: November 13, 2025

Background

Conservation International protects nature for the benefit of humanity. Through science, policy, fieldwork, and finance, we spotlight and secure the most important places in nature for the climate, biodiversity, and for people. With offices in 30 countries and projects in more than 100 countries, Conservation International partners with governments, companies, civil society, Indigenous peoples, and local communities to help people and nature thrive together.

POSITION SUMMARY –

This position is based in Monrovia, Montserrado County, Liberia, with minimal field travel.

The Finance and Administration Manager manages all the financial, and/or accounting functions of the department or program. They manage and support financial reporting to provide management with timely and relevant financial information to make informed decisions.

Under the supervision of the Finance Director for West and Central Africa, the incumbent ensures that sound accounting and financial reporting are in place, budget and budget monitoring, donor and grant management policies and practices are adopted and implemented, including effective management of project master files. They develop budgets, and revenue forecasts and support the development of strategic plans as they impact operations functions. They also support fundraising efforts, including developing cost proposals and performing donor assessments. The incumbent will also work closely with the Procurement Manager to ensure the administrative function of CI Liberia is achieved.

RESPONSIBILITIES

Accounting, Financial Management, and Reporting

- Manage a timely and accurate recording of accounting transactions. Ensure compliance with CI policies and procedures and local reporting requirements.
- Manage grants administration and donor reporting, including managing compliance with grants and donor agreements.
- Oversee donor/grant recording/registration. Ensure that all donor agreements, amendments, and incoming revenues are properly recorded. Ensure PMF is always up to date.
- Oversee the efficient management of accounting, finance, and payroll functions as assigned. Ensure compliance with internal and external requirements and standards.
- Ensure the effective and efficient stewardship of CIs assets and financial resources.
- Manage program audits and ensure that audit findings and recommendations are addressed and implemented.
- Perform all monthly accruals, expenses of prepaid expenses, and provisions.
- Perform monthly budget/cash forecast projections and provision of reports to the Finance Director.
- Complete the Monthly bank and Petty cash reconciliations by the 10th of the following month.
- Prepare monthly reconciliation schedules by the due date.
- Ensure all assets are marked and the register is up to date.
- Support efforts to improve program efficiency, effectiveness, and alignment. Recommend changes in business processes and structures as needed and oversee internal control processes.
- Manage any other financial issues that arise, including risk management.
- Support training department staff and other users on using the financial system, navigating system upgrades, and generating end-user reports, etc.
- Responsible for the Vendor Master File and ensuring that it's up to date all the time.
- Perform related duties as assigned.

Budget Management and Monitoring

- Manage the program's budget and ensure timely and accurate financial reporting. Work with program management to identify and implement follow-up actions when necessary.
- Work closely with the Finance Director on monthly budget projections.
- Manage annual and ad-hoc budgeting and financial modeling. Support fundraising proposal efforts.
- Produce monthly BVAs and lead discussions during programme review meetings.

Administration

- Train all staff on the use of finance forms and policies, as well as assist in identifying and addressing issues of high-risk, including changes in local laws and regulations. Support in monitoring office consumables, including NFI's.
- Develop tools to properly track the shared office cost budget.
- Ensure the office asset/inventory register is updated and reconciled to the BW.
- Familiarize staff with the latest Liberia-specific operation manual.
- People And Resource Management Responsibilities.
- This position supervises the Sr. Accountant, Sr. Finance Coordinator, and in a dotted line, the Subaward and Grants Coordinator..

WORKING CONDITIONS



Guidance on flexible work arrangements will be shared during the interview process.
This role will be a fixed-term assignment.

QUALIFICATIONS

Required

- Bachelor's degree or up to four (4) years of college-level work in Finance, business administration, or related.
- 4 to 6 years of related work experience in the Finance area (Accounting, finance, business operations, and project management)
- Strong analytical and numerical skills.
- Advanced Excel/spreadsheet skills.
- Strong communication and presentation skills, including the ability to effectively convey complex details or technical information.
- Highly familiar with etiquette, protocol, and employing cultural awareness and sensitivity.
- Proven team player.
- Highly organized and able to manage multiple priorities simultaneously in a dynamic environment.
- Experience in management of Finance for an International NGO preferred.

Additional requirements:

- Effective people management skills, including the ability to establish good professional relationships.
- Demonstrate a high level of integrity.
- Highly organized and strong attention to detail.

Preferred

- Understanding of government processes and other NGO regulations/requirements.
- Ability to effectively communicate complex information to a diverse audience.
- Strong organization, project management, and prioritization skills.
- To apply for this position please submit a resume and cover letter.

Application Deadline: November 24,, 2025 (11:49 PM)

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Applications must be submitted via email to hrliberia@conservation.org.