



Terms of Reference (ToR)

Ref: VA-03-26-02

Position:	Assistant Manager, Finance and Administrative
Location:	Monrovia, with frequent field visits in projects counties
Contract Type:	Permanent, Performance based (Full-time employment)
Performance Evaluation Period	Three months, with possibility of extension based on satisfactory performance.
Work hours:	40 hours/week, typically Monday through Friday with flexibility to work additional hours or on weekends on an as-needed basis
Reporting To:	Finance & Administration Manager
Application Deadline:	April 15, 2026
Anticipated start date:	May 1, 2026

Organization Profile:

tMA founded in 2011, is a premier non-governmental organization driving transformative development across Liberia. We support multi-sectoral programs that reduce poverty, strengthen livelihoods through agriculture and aquaculture, improve health and education outcomes, promote peace and democratic governance, stimulate economic growth, and protect the environment. tMA provides high-quality technical assistance, social services and achieves measurable impact, reaching communities across every county in the country.

Purpose of the Role:

The Assistant Manager, Finance and Administrative will provide leadership in financial management, budgeting, procurement, reporting, and administrative operations. This role ensures that all financial and administrative processes are accurate, compliant, and supportive of organizational and donor objectives.

The position is central to strengthening internal controls, improving operational efficiency, and supporting strategic decision-making within tMA.

What your day-to-day will look like:

Financial Management:

- Assist in the preparation and monitoring of annual budgets in coordination with program/project managers.
- Ensure accurate bookkeeping and timely recording of all financial transactions.
- Prepare monthly, quarterly, and annual financial reports for management and donors.
- Monitor cash flow, bank reconciliations, and payments.
- Ensure compliance with internal financial policies and donor financial guidelines.
- Support external audits and provide necessary documentation.
- Implement and maintain financial control systems to mitigate risks.

Administrative Oversight:

- Supervise administrative staff and ensure smooth office operations.
- Manage office supplies, assets, and logistics.
- Support HR functions, including recruitment, onboarding, staff leave management, and performance tracking.
- Maintain and update organizational records, databases, and files.
- Ensure compliance with statutory requirements (e.g., tax, labor laws, registration)

Procurement & Vendor Management:

- Support procurement processes in accordance with organizational and donor policies.
- Manage relationships with vendors and service providers, including contracts and payments.
- Ensure cost-effectiveness and accountability in procurement activities.

Capacity Building & Coordination:

- Mentor junior finance and administrative staff, providing guidance on best practices.
- Coordinate with program teams to align financial planning and administrative support.
- Assist management in preparing donor proposals, budgets, and financial narratives

At a minimum, We'll need:

- **Education:** Minimum bachelor's degree in accounting, Finance, Business Administration, or a related field. A master's degree is highly desirable.
- **Technical Skills:** Strong proficiency in Microsoft Excel (including advanced functions, pivot tables, and financial modeling) is **mandatory**. Proficiency in accounting software (QuickBooks, Tally, or similar) and MS Office suite is required.
- **Experience:** Minimum of 5 years of experience in finance, accounting, or administration in a reputable organization. Experience with donor-funded projects (World Bank, AfDB, USAID, etc.) is preferred.
- Excellent analytical, communication, and organizational skills.
- Ability to work independently, meet deadlines, and maintain confidentiality.
- Integrity, discretion, and strong ethical standards.
- Strong problem-solving and analytical skills.
- Excellent communication and interpersonal abilities.
- Attention to detail, accuracy, and accountability.
- Ability to work in a multicultural environment and under tight deadlines.

Expected Key Deliverables under this Assignment:

Deliverables:

- Monthly financial reports, including income statement, balance sheet, and cash flow analysis.
- Quarterly and annual financial reports for management and donors.
- Updated organizational records, including HR files, asset register, and procurement documentation.
- Annual budget planning document and variance analysis.
- Support audit preparation and completion reports.
- Administrative operations improvement plan (if required).

The deliverable performance will be submitted within the first 5 working days of the following month.

Supervision & Reporting:

- Reports directly to the Finance & Administration Manager
- Supervises finance officers, accounts assistants, and administrative staff as delegated.

Application process:

Applicants are requested to submit a resume not exceeding three (3) pages, along with a cover letter and references. '

To apply, please click [HERE](#) to submit your application.

Interviews will be conducted on a rolling basis based on organizational needs. Shortlisted candidates may be contacted before the application deadline.

Technical Support:

If you experience any technical issues with the application form, please email burphya@tmassociates.org for assistance.