

Senior Financial Manager/Advisor

TERMS OF REFERENCE

The Local Enterprise Assistance Program (LEAP) is a Liberian non-governmental organization (NGO) that was founded in 1994 with the goal of providing loan and savings products to the vulnerable poor. LEAP seeks to assist those who have been unable to access formal banking institutions within the country.

Since its inception, LEAP has survived two outbreaks of civil war and grew to be one of the leaders in microfinance in Liberia. However recent management difficulties and transitions have necessitated that LEAP stakeholders seek additional temporary financial leadership to help guide decisions that need to be made regarding LEAP's future.

SCOPE OF THE ASSIGNMENT

The main objectives of the assignment are threefold:

- Guide an investigative audit to bring clarity to LEAP current financial position.
- Provide oversight to LEAP finance department and advisory support to the Executive Director.
- Develop transition and *possible* closure strategies for LEAP.

Specific responsibilities will include:

- Acquiring understanding of, and present complete picture of, LEAP financial status
- Securing the cash management processes at LEAP
- Reconstructing LEAP balance sheet to inform stakeholders in their next steps
- Creating clear representation of LEAP obligations to clients for their savings
- Conducting an assessment of issues related to transition and possible closure of the institution, including:
 - Responsibilities to clients
 - Legal implications
 - Human resources
 - Outstanding liabilities
 - Media exposure
- Developing guidelines for transition and *possible* closure that will limit the negative impact on clients, staff and stakeholders.

OUTPUTS

- Reconstructed LEAP balance sheet, supporting schedules and records.
- Quality financial oversight and advisory support.
- Guidelines for transitioning and possibly closing LEAP.

REPORTING REQUIREMENTS

The Senior Financial Manager/Advisor will report to the LEAP Executive Director and LEAP Stakeholders on a regular basis. These updates will help to continually refine the focus of the assignment. A final report to the Stakeholders covering the above-mentioned outputs will be required at the end of the assignment.

ADMINISTRATION

The Senior Financial Manager/Advisor will be based at LEAP head office in Monrovia during the duration of this contract.

DURATION & CONDITIONS OF ASSIGNMENT

Duration of this contract shall be for a minimum of 4 weeks and extending up to 12 weeks at the discretion of the Stakeholders. The expert should be available to take up this position as soon as possible. Fees will be payable in US Dollars.

QUALIFICATION AND EXPERIENCE REQUIRED

The candidate for this short term financial management/advisory position will have:

- Minimum five years demonstrated experience in senior financial management.
- Proven experience engaged in, and overseeing, investigative audits.
- Proven experience transitioning and/or closing an MFI.
- Some experience working in developing countries, preferably post-conflict.
- Good knowledge of English, analytical, communication and report writing skills.

As interested, please submit an introductory letter and resume by Dec 31st to:

Bruce Syvret

International Director

World Relief Canada

Email: BSyvret@WRcanada.org