

VACANCY - BASA DEVELOPMENT INITIATIVES - Finance Officer

About BASA Development Initiatives (BDI)

BASA Development Initiatives (BDI) is a legally registered Liberian non-profit and non-governmental organization. BASA stands for Born African, Stay African, reflecting BDI's belief that Africa's development should be driven, owned, and implemented by Africans, especially women and youth. BDI was established to promote inclusive livelihoods for women and youth, strengthen environmental resilience, promote evidence-based decision-making, and reinforce accountable, community-led development, and works across six core program areas: Agriculture and Agribusiness, Health, Education, Environment and Conservation, Youth Empowerment, and Women Empowerment. BDI has implemented donor-funded projects in agriculture, environment, health, and youth empowerment, with funding from the Global Environment Facility, the European Union, GIZ and recently Expertise France, including the EU-funded Cassava Transformation Project and the GEF-funded Sinoe Building Climate Resilience Project. BDI currently operates in Liberia and Ghana.

Project Background

Welthungerhilfe (WHH), in partnership with SHED and BASA Development Initiatives (BDI), has received funding from the German Federal Ministry for Economic Cooperation and Development (BMZ) to implement "**Advancing Youth Economic Inclusion through Skills Training and Green Jobs in Liberia**", a 36-month project working toward an inclusive, climate-resilient green economy in Liberia in which young people, particularly women, have access to green skills, decent employment, and sustainable entrepreneurship opportunities. The project will train 1,600 youth (at least 50% women), aged 18 to 35, in Montserrado, Margibi, and Nimba counties in renewable energy, waste management, and climate-smart agriculture; establish three county-based green skills and life-skills hubs; support the creation of 150 youth-led green enterprises; and strengthen the institutional capacities of SHED and BDI for the sustainable delivery of youth green skills and entrepreneurship programming.

Job Title: Finance Officer

Location: Monrovia, with periodic travel to rural Montserrado, Margibi, and Nimba counties

Project: Advancing Youth Economic Inclusion through Skills Training and Green Jobs in Liberia

Reporting to: Finance/Admin Manager, BDI

Status: Full time

Duration: One year, with renewal based on performance and funding

Important Notice:

This vacancy is being advertised in anticipation of project start-up. Recruitment is being undertaken now to ensure the project team is in place for a smooth launch; however, an employment contract will be signed with the successful candidate only once the Partnership Agreement between Welthungerhilfe (WHH) and BASA Development Initiatives (BDI) for this project has been finalised and signed.

Job Overview

The Finance Officer manages the day-to-day financial administration of the project at BDI, ensuring accurate bookkeeping, timely payment processing, and compliance with donor and organisational financial regulations. Working under the guidance of the Finance/Admin Manager, the Finance Officer supports sound financial management and accountability for all project funds entrusted to BDI.

Key Responsibilities

- Manage day-to-day financial transactions and bookkeeping.
- Prepare payment vouchers and ensure proper documentation.
- Monitor budget expenditure and cash flow.
- Prepare monthly financial reports and reconciliations.
- Ensure compliance with donor financial guidelines.
- Support audit preparation and financial record maintenance.

Required Qualifications and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.

- Minimum of 3 years of professional experience in financial management, preferably with an NGO or donor-funded project.
- Working knowledge of accounting software such as QuickBooks.
- Sound understanding of donor financial compliance and reporting requirements.
- Strong attention to detail and record-keeping skills.
- Excellent written and spoken English.

Preferred Profile

- Experience managing BMZ, WHH, or other German or European donor-funded budgets.
- Professional certification or coursework in accounting or finance (e.g., ACCA, CAT, or CPA part-qualification) is an advantage.
- Experience supporting external and internal audits.
- Experience with Google Workspace and Slack.
- Women are strongly encouraged to apply.
- Fluency in English; knowledge of local languages is an advantage.

How to apply

Interested candidates should submit a CV and a cover letter to recruitment@basadev.org, with "**Finance Officer**" in the subject line. The CV should detail relevant experience in financial management on donor-funded projects, and the cover letter should explain your suitability for the role and your availability. Please include the names and contact details of at least two professional references. The application deadline is 01 October 2026 at 5:00 p.m. Applications are reviewed on a rolling basis, so early submission is encouraged. Only shortlisted candidates will be contacted.