



RISING ACADEMY  
PARTNERSHIP SCHOOLS

## Management Opportunity at Rising Academies Liberia

The Rising Academy Network (RAN) operates a number of government schools as part of the Partnership Schools for Liberia (PSL) program. Our mission is to provide the highest quality learning at our network of inspirational schools. Find out more at [www.risingacademies.com](http://www.risingacademies.com).

RAN is growing, and will be managing additional schools this year. In order to manage this growth, we are expanding our team at our head office in Monrovia and looking for exceptional leaders to help us take our organisation to the next level.

- **Applications will be reviewed on an ongoing basis for immediate hire.**
- Applications can be delivered to our office at the Flash Vehicles Compound, Sophie Junction, Congo Town, Tubman Boulevard, Monrovia or emailed to [jobs@risingacademies.com](mailto:jobs@risingacademies.com).
- In your covering letter and/or the subject line of your email, please indicate the role you are applying for.
- Carefully review the application requirements for the role for which you are applying, and make sure you include all the information requested. Incomplete applications may be rejected.
- Shortlisted candidates will be invited to attend an assessment center. This will include multiple in-person interviews as well as general and job-specific competency tests.
- We regret that due to the expected volume of applications, we will not be contacting unsuccessful candidates.

### Finance Associate

We are seeking an ambitious, motivated and highly organized finance professional for our Monrovia head office. The individual will report to the Managing Director and play a major role in managing our day-to-day finance functions.

**Key responsibilities:**

- Assisting with processing financial transactions
- Managing day-to-day financial functions
- Assisting with maintaining financial records, using QuickBooks
- Updating and distributing financial and performance reports
- Assisting with the processing of statutory requirements
- Liaising with third parties including banks, insurance companies, telecom providers, suppliers, maintenance providers and others
- Liaising with RAN's Principals and other stakeholders, over the phone and via email
- All work to be carried out with complete transparency
- Unwavering adherence to RAN's policies and procedures and its four values: hardworking, honest, helpful and happy

**Education, experience and skills required:**

- Minimum 4 years of work experience in a financial or accounting capacity
- University level post-graduate and/or undergraduate degree (preferably in accounting or finance)
- Strong numeracy and advanced understanding of accounting principles
- Recognized accounting designation a plus
- Exceptional English language skills (written and spoken)
- Keen attention to detail
- Strong organizational and record keeping skills
- Exceptional proficiency in MS Word, Excel, Gmail (email) and use of the internet
- Prior experience with QuickBooks a plus
- Strong relationship building skills and teamwork
- Willingness to learn, give and receive feedback, and try new approaches
- Ability to work independently and multi-task
- The highest levels of integrity and trustworthiness
- Passionate about improving the quality of education

We will consider all applicants that meet the skills and education requirements and endeavour to train the successful candidate as required.

**Salary and benefits:**

- Competitive for the role and experience of the candidate
- Bonuses linked to tenure and high performance
- Significant opportunity for increased responsibility and promotion based on performance

**Application requirements:**

- Up-to-date CV/résumé with a minimum of 2 independent references
- Cover letter
- Short essay (600 words max) in response to the following question: "How do you manage to get things done even when others think it is impossible?"