



# African Methodist Episcopal University

34 Camp Johnson Road; Monrovia, Liberia

1000 Monrovia, 10 Liberia, West Africa

## Expression of Interest

### Background

The African Methodist Episcopal (AME) University situated on Camp Johnson Road, Monrovia, Liberia intends to recruit the services of a local External Auditor to conduct a comprehensive audit of the University for the period of 2013 to 2019.

The Consulting Firm is expected to be able to have the capacity to express independent professional opinion on the University's Financial Statements and Systems, the Human Resources, Procurement and Admission Processes in accordance with acceptable international audit standards.

The appointment will be for a period of two (2) months subject to an extension if necessary.

The services to be provided will include, but not necessarily limited to the following:

- Carrying out the audit of the statement of income and expenditure and related financial operations at the AME University with the period;
- Without restricting the auditors' work or the audit procedure and techniques, the auditor may wish to carry out agreed procedures to form an independent opinion;
- Reviewing the Income and Expenditure Statements for all the financed programmes;
- Perform a budget expenditure review, examine, assess and report on compliance with established procedures for the use of funds for the intended purpose;
- Verification of compliance with the financial procedures and confirming that proper financial records have been kept by University;
- Review, examine, assess and report on compliance with established Human Resource policies;
- Review, examine, assess and report on compliance with the Admission and Registration policies;
- Conducting an audit commencement meeting and closing meeting with the University's Cabinet;

The AME University now invites eligible consulting firms to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures or description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may constitute joint ventures to enhance their chances of qualification.

Expressions of interest must be delivered to the address below by August 23, 2019 at 1600hours and mention "Recruitment of for an external Auditor for the AME University".

Attn: **The Vice President for Administration**  
**African Methodist Episcopal University**  
**Camp Johnson Road, Monrovia**