



SEND
SIERRA LEONE

Working to promote good governance and
equality of men and women in Sierra Leone



VACANCY Announcement

Organization: SEND-SIERRA LEONE

Program: Finance Department

Job Title: Finance Officer

Job Location: Kenema

Reporting to: Country Director

Associates: Finance Officers, and Project Managers.

About SEND

We are a non-governmental organization that is dedicated to creating a Sierra Leone where there is respect for human rights, accountable governance, food and nutrition security as well as equal opportunities for men and women to thrive. We liaise with communities, traditional authorities, government institutions and foreign partners to combine resources that will develop innovative solutions to alleviate poverty and enhance quality self-reliance.

With our strategic approach, SEND Sierra Leone has adopted the global Sustainable Development Goals (SDGs) to guide national development planning and implementation. The pursuit of economic equality and social equity are mainstreamed in the SDGs. Our commitment to the government is to improve the delivery of social services, strengthen gender and social inclusion, and prioritize the education sector.

SEND Sierra Leone is an independent structure, a local NGO registered in Sierra Leone. Our portfolio includes community development, WaSH, health, nutrition/agriculture and women's empowerment.

Intervention areas are in the districts of Kailahun, Kenema, Kono, Western Areas Urban and Rural districts and more recently, the district of Bonthe.

Our vision is to see a Sierra Leone where people's rights and well-being are guaranteed. Our mission is geared towards the promotion of good governance, voice, accountably basic services and equality for women and men in Sierra Leone.

Background of the role

- SEND Sierra Leone is looking for Finance Officer for Country Office in Kenema who will be reporting to the Finance Director.

Roles and Responsibilities

Dimensions of the Role

- Responsible for Fixed Assets transactions managements.
- Responsible to handle the process of accrual nature transactions
- Responsible to seal with stamp all financial documents
- Responsible to review and/or post transactions which do not have conflict to her/his area of duty.
- Responsible to prepare letters for cash transfers, new bank openings, program area payroll payments, etc.

Accountabilities

- Responsible to seal with stamp all financial documents to avoid double payments
- Post liquidations of travel, project and purchase advances.
- Maintain separate file for pending documents and follow up for their final completeness
- Prepare letters to banks for cash transfer.
- Prepare letters and facilitate new Bank openings
- Facilitate Program area Payroll payments

Responsibility on Accruals

- Ensure accruals are reversed with the same GL Codes for accruals, by the time payment for accrued service is completed
- Ensure the expenditure is recorded within the month it is incurred. Make sure accruals are only set for expenditure that no Purchase Order has been created. If PO has been created and goods/services have been received then GR should be recorded in the system and no manual accrual is further necessary.
- Prepare Journals/adjustments

Responsibility on Fixed Assets

- Post all additions and Disposals during the month incurred and reconcile subsidiary ledgers
- Update /post monthly depreciation expense.

Technical expertise, skills and knowledge

Desirable Knowledge

- Open to new ways of doing things
- Working knowledge at NGO environment.
- Good knowledge of influencing others.
- Knowledge of accounting and Sierra Leone taxes

- Good analytical skill and personal judgement

Skills Specific to the Post

- Knowledge on computer applications; Excel, word, QuickBooks etc.
- Good communication skills both written and oral
- Can manage stress full working environment
- Should be willing to work extra hours

Competencies and values

- Ethical, supportive and team player
- Self-motivated and self-starter
- Able to work with minimum supervision on his/ her area of assignments
- Enthusiasm to represent SEND to others

Leadership Attitudes & Behaviours

- Able to appreciate team work and willing to be part of the team.

Essential

- Higher National Diploma/Degree in Banking and Finance
- Commitment and passion to stay and work in Kenema District
- Must possess high level of emotional intelligence
- Must possess excellent reporting skills
- Working knowledge of MS Office, MS Excel and online communications and related applications. QuickBooks will be an added advantage.
- Experience in working with multiple projects,
- Ability to compute cost shares according to defined criteria.
- Budget control knowledge even though it will not be his/her key result area.
- Excellent knowledge on voucher quality
- Fair knowledge of general donor expectations and reporting principles (also may not be his/her key result area),
- Understanding of national legislation e.g. GST and WHT tax regimes, labor provisions (PAYE, NASSIT, Leave allowances, EOS etc)
- Must be proactive
- Must be gender sensitive.

Please forward Application to:

Human Resource /Administrative Manager
SEND Sierra Leone

8 Morigbeh Street, Reservation Road, Kenema

To: jattu@sendsierraleone.com; ayamga@sendsierraleone.com

Closing date: 10th March, 2020

Women and Physically challenged are especially encouraged to apply

Only shortlisted candidates will be contact