



## VACANCY

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**Organization:** SEND-SIERRA LEONE

**Program:** Finance Department

**Job Title:** Account Officer

**Job Location:** Kenema

**Reporting to:** Finance Officer

**Associates:** Account Officers

### 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 Bo, Kailahun, Kenema, Kono, Western Areas Urban and Rural districts and 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 Account Officer for our Country Office in Kenema who will be reporting to the Finance Officer.

### **Roles and Responsibilities**

- Ensure that all financial transactions are carried out and recorded in accordance with donor and SEND SL procedures and policies.
- Prepare cheque and on-line payments for review by the Finance Director in compliance with SEND policies and processes,
- Ensuring all financial transactions are correctly coded with the appropriate supporting documentations.
- Petty cash management and custody
- Preparation and prompt settlement of statutory and other payroll deductions i.e. PAYE, NaSSIT, Withholding tax, etc.
- Preparation of donor financial report for review by the Finance Director by 7th of every month and ensuring the accuracy of the data.
- Cash flow management and bank reconciliation for project accounts.
- Maintain banking relationship and act as the primary liaison person.
- Ensuring proper book of accounts are kept and maintaining a sound archiving (filing and retrieval) system
- Preparation of various supporting schedules to the financial statements to facilitate annual and project audits.
- Preparations of year end accruals and monthly reconciliation of the accruals and make journals where necessary
- Preparation of the payroll journal and monthly reconciliation of the payroll control account
- Any other reasonable duty assigned by management

### **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](mailto:jattu@sendsierraleone.com); [ayamga@sendsierraleone.com](mailto:ayamga@sendsierraleone.com)**

**Closing date: 26<sup>th</sup> July 2021**

**All persons are encouraged to apply  
Only shortlisted candidates will be contact**