



SEND
SIERRA LEONE

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



Job Vacancy

Job Title: Finance Director, SEND Sierra Leone

Job Type: Regular, Full Time

Reports To: Country Director

Job Location: Kenema, Sierra Leone

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, accountable governance promotion, WaSH, health, nutrition/agriculture and women's empowerment.

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

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.

Job Summary:

1. Ensure a high level of resource stewardship
2. Strict financial accountability and financial risk management while ensuring the effectiveness and robustness of the SEND Country Program (CP)

3. Anticipate and manage financial management services needs and delivery challenges, and identify and implement improvement solutions, as needed, to minimize CP exposure to financial risk.
4. Ensure that there is strict compliance to donor procedures and proper budget controls.

Job Responsibilities:

1. Develop and manage financial processes in accordance with policies and provide proactive service delivery, advice, and support to managers, and staff in relation to managing the whole project cycle (Design, Start-up, Implementation, Close-out), ensuring efficiency and compliance with SEND's policies and procedures, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations, and legal requirements.
2. Provide direction and coordination of effective budget development and management (Annual Program Plans, Quarterly Financial Updates, and project budgets), ensuring accuracy and consistency of financial data and safeguarding of resources.
3. Ensure integrity of accounting information by reviewing account issues for compliance and establishing quality control over accounting transactions and financial reporting. Oversee maintenance of supporting documentation for a reliable and easy to follow audit trail.
4. Lead the preparation of accurate financial data, analysis and projections and support the Senior Management Team and Program/Project Managers in interpreting data for decision-making and effectively managing financial risks.
5. Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance management for finance officers and other staff under your supervision
6. Oversee the performance of accurate reporting procedures and timely submission of reports to relevant donors, the SEND National Executive Council and other stakeholders
7. Lead assessment of staff and subrecipients' financial management capacity, ensure capacity strengthening on finance policies and regulations, as needed, and monitor and measure impact.
8. Lead efforts to close audit financial management findings in a timely and sustainable way. Prepares for the audit and make sure that the audit is closed on time and issues are followed up.
9. Ensure that internal controls are working and properly followed
10. Manage the asset register and ensure it is updated regularly
11. Organise trainings for account and finance officers to ensure they have capacity to act and to comply with donor guidelines.

12. Ensure that SEND complies with donor regulations, produce donor reports on time and follow up on donor recommendations to improve on financial management.

Background, Experience & Requirements:

Education and Experience

1. Chartered Accountant qualification is required.
2. Minimum of five years experience in a similar position, preferably with a reputable NGO.
3. Knowledge of the relevant public donors' regulations highly preferred.
4. Substantial budgeting, budget/expense analysis, and accounting experience.
5. Knowledge of local law in taxation and local regulatory reporting procedures.
6. Staff management experience.
7. Strong experience in presenting and facilitating on financial management topics.
8. Proficient in MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications. Knowledge of financial accounting packages or software highly preferred

Personal Skills

1. Excellent analytical skills with ability to make sound judgment and decisions
2. Very good planning, monitoring and organizational skills
3. Ethical conduct in accordance with recognized professional and organizational codes of ethics
4. Proactive, resourceful, solutions oriented and results-oriented
5. Ability to work collaboratively
6. Commitment and passion to stay and work in Kenema District
7. Must possess high level of emotional and social intelligence

Key Working Relationships:

Supervisory: Finance Officers

Internal: Country Director, Program Director

External: Banks, Relevant Government Agencies, External Auditors, Legal Counsel

Agency-wide Competencies

1. Integrity
2. Openness
3. Continuous Improvement & Innovation
4. Builds Relationships

5. Develops Talent
6. Strategic Mindset
7. Accountability & Stewardship
8. Gender and Social Inclusion

What we offer

SEND offers a comprehensive benefits package including medical, generous retirement savings plan and the opportunity to work in a collaborative, mission-driven culture that is committed to the equality of men and women

We offer competitive salary based on experience and our need to grow and to compete well.

Please forward Application to:

**The HR Manager
SEND Sierra Leone
8 Morigbeh Street
Reservation Road, Kenema**

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

Kindly quote only the **Job Position in the subject line.**

Closing date: 30th June 2020

**Women and Persons with Disability are especially encouraged to apply
Only shortlisted candidates will be contacted.**