



Job Title: Finance Officer

Job Location: Kono

Reporting to: Finance Director

Number of vacancies: One (1)

BACKGROUND

SEND is a non-governmental organization dedicated to creating a Sierra Leone where there is respect for human rights, accountable governance, food and nutrition security, and 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.

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 workers must adhere to the values, principles and procedures outlined in the HR Policy and the Financial Operating Manual of SEND for Professional Conduct. These are Integrity, Service, and Accountability. By these values, SEND enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Code of Conduct and Complaint and Response.

SEND workers should always ensure that all project activities are Gender Equality and Social Inclusion (GESI) sensitive in the office and out in the field, focusing on the project's targeted communities, stakeholders and all persons.

Primary objective.

In collaboration with its consortium partners, SEND Sierra Leone is executing the FCDO-funded Saving Lives Phase III program in Sierra Leone, spanning five (5) years. The central goal of this program is to bolster the healthcare infrastructure in Sierra Leone, thereby improving maternal, child, adolescent, and reproductive health outcomes. This ambitious aim will be realised by implementing a comprehensive strategy to fortify sustainable solutions for high-quality service delivery, expand accessibility to inclusive healthcare, and stimulate demand for Reproductive, Maternal, Newborn, Child, and Adolescent Health Services across Sierra Leone.

In light of this endeavor, SEND Sierra Leone is actively seeking qualified individuals to fill the role of Finance Officers responsible for managing and overseeing the program's financial

transactions. The key responsibility of the Finance Officer will be to develop budgets, monitor transactions, and preparing financial reports. The individual should possess strong accounting, analytical and financial bookkeeping skills by processing invoices, records payments, and track expenses to ensure proper and efficient management of financial resources through the application of appropriate accounting and financial management principles.

SEND offers an attractive salary package and benefits to candidates who possess the requisite experience and demonstrate a genuine passion for this pivotal role.

To incorporate gender mainstreaming and safeguarding program participants, both children and adults, SEND workers are required to strictly adhere to the core values, principles, and procedures outlined in SEND's HR Policy and Financial Operating Manual for Professional Conduct. These values encompass Integrity, Service, and Accountability.

In alignment with these values, SEND enforces policies to ensure the protection and well-being of beneficiaries, including measures against exploitation and abuse, child safeguarding, prevention of workplace harassment, adherence to a code of conduct, and the establishment of a Complaint and Response Mechanism (CRM).

SEND workers are expected to consistently ensure that all project activities prioritize Gender Equality and Social Inclusion (GESI).

Key Duties & Responsibilities

Job roles and responsibilities

- Administer and monitor the financial system in order to ensure that the Program finances are maintained in an accurate and timely manner
- Assist with preparation of Project budget.
- Implement project financial policies and procedures
- Establish and maintain cash controls
- Establish, maintain and reconcile the general ledger
- Monitor cash reserves and investments
- Prepare and reconcile bank statements
- Ensure data is entered into the system
- Issue cheques for all accounts due
- Ensure security for all credit cards and verify charges
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Prepare income statement
- Prepare balance sheets
- Prepare timely accurate financial reports monthly, and annual in accordance with Finance Director as well as provide other financial reports on variances
- Process suppliers' invoices
- Maintain purchase order system
- Assist with annual audit
- Support the development of project proposal budgets.

<ul style="list-style-type: none"> Organize monthly budget control meetings in partnership with project manager, the finance director, program officer and the country director. Attend to the financial needs and matters of the consortium. 	
Person Specification – Essential Requirements	
Qualification	<ul style="list-style-type: none"> A candidate with degree in Accounting, Banking and Finance or related field of study. A Masters or a professional qualification as a CFA/CPA is a plus.
Experience	<p>We also want a candidate with experience in the following:</p> <ul style="list-style-type: none"> Five (5) years plus work experience in programme and budget management. Working knowledge of Micro Soft Office, including Word, Excel, Finance software, online communications and other related applications. QuickBooks will be an added advantage. Clear understanding of financial work, development, and communication ethics. Experience in NGO budget management processes. A solid knowledge of financial and accounting procedures. Knowledge of financial regulations and donor compliance Proven work experience as a Finance Officer or similar role.
Skills	<ul style="list-style-type: none"> Excellent communication, negotiation and interpersonal skills. Good planning and organisational skills Fluent in English and any other local languages spoken in Sierra Leone. Computer literacy, with good skills on Microsoft Office (Word, Excel and Power point). Flexible, ability to work both as an individual and as a team member Ability to work under stress. Passionate about the job and strongly belief in the importance of development. Strong written, and problem-solving skill Networking, and administrative skills. Be emotionally, socially and politically intelligent Ability to report on time. Maintain confidentiality. Be gritty and possess the ability remain focused aftershocks. Be orderly in his/her work.
Qualities	<ul style="list-style-type: none"> High level of financial accountability. Ability to multi-task. Ability to work independently with minimal supervision. Self-Discipline. Attention to Detail. Willingness to solve uncommon issues and work with the team beyond program limit. Ability to remain calm in stressful situations.

	<ul style="list-style-type: none"> • A strong commitment and empathy with the ethos and work of SEND • Be emotionally, socially and political intelligent in working and managing the project stakeholders.
Other	<ul style="list-style-type: none"> • Commitment to principles of safeguarding program participants • Commitment to gender equality principles • Financial integrity and stewardship of project funds • Be willing to lead to work extra hours.

Mode of Application:

Please send a motivation letter and CV with references Addressed to recruitment@sendsierraleone.com.

ONLY qualified shortlisted applicants will be contacted for an Interview.

Closing date: 14th December, 2023