



**Job Title: Intern Account Officer**  
**Job Location:** Freetown  
**Reporting to:** Finance Officers  
**Associates:** Field Officers and admin officers

Description
<p><b>BACKGROUND</b></p> <p>SEND is a non-governmental organisation 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.</p> <p>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 prioritise the education sector.</p> <p>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 &amp; Response.</p> <p>Mechanism (CRM). 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 supporting Gender Equality &amp; Social Accountability through a strengthened civil society in 14 wards in Western Area Rural, Kambia and Bombali districts.</p>

**Main objective.**

SEND is looking for a qualified national from any of the Universities. The Intern will support the Accounts Officer in undertaking administrative, financial and accounting tasks of the organization. The right candidate will track, evaluate and process day to day activities. Responsibilities include accounts payable, accounts receivable, internal and external duties, such as vendors, clients including banks, NRA and NASSIT. The Intern may handle daily bookkeeping, preparing financial report, taxes, budgets, and assisting in ensuring proper financial policies, procedures and structures are maintained.

SEND offers a competitive salary package and benefits for the candidate with the required experience and passion for the role. Female candidates are strongly encouraged to apply.

**Mainstreaming gender, Safeguarding Programme Participants-Children & Adults:** 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 & Response Mechanism (CRM). 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.

**Key Duties & Responsibilities**

**Job roles and responsibilities**

- Coordinate and receipt/delivery of goods either from SEND warehouse or to the field photocopying of and filing of procurement documents
- Provide admin support to program activities such as workshops, training or other related program activities
- Support in the filing of financial vouchers at the achieve store as well as another administrative documents
- Support in making NASSIT payments
- Any other task assigned by your supervisor
- Communicate to your supervisor about any challenges faced
- Adhere to SEND core values, principles, and policies
- Any other task assigned by your supervisor.

**Person Specification – Essential Requirements**

<b>Qualification</b>	<ul style="list-style-type: none"><li>• While we consider candidates with diplomas or degrees in accounting, some specific fields of study can make you more competitive (Microsoft literate)</li></ul>
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<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Flexibility and ability to multi-task under pressure</li> <li>• Ability to work with team.</li> <li>• Self-Discipline. ...</li> <li>• Problem-Solving Skills. ...</li> <li>• Attention to Detail. ...</li> <li>• Great Communication Skills....</li> <li>• A Willingness to learn and accept corrections.</li> <li>• Ability to remain calm in stressful situations.</li> <li>• A strong commitment and empathy with the ethos and work of SEND</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to travel to SEND operational offices.</li> <li>• Commitment to principles of safeguarding programme participants</li> <li>• Commitment to gender equality principles</li> <li>• Financial integrity and stewardship of project funds</li> </ul>

**Mode of Application:**

Please send a motivation letter and CV with references Addressed to [recruitment@sendsierraleone.com](mailto:recruitment@sendsierraleone.com).

Kindly note that ONLY qualified shortlisted candidates will be contacted for an Interview.

**Closing date: 25<sup>th</sup> October 2023**