



Program: Governance

Project: EU

Job Title: Account Officer

Job Location: Western Area Rural

Reporting to: Finance Manager

Description

BACKGROUND

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.

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.

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. focusing on supporting Gender Equality & Social Accountability through a strengthened civil society in 14 wards in Western Area Rural, Kambia and Bombali districts.

PROJECT BACKGROUND

Trócaire Sierra Leone has been recently awarded a 28-month EU contract for a project titled 'Supporting Gender Equality & Social Accountability through a Strengthened Civil Society'. The project directly contributes to the European Union's (EU) overall objective to strengthen local Civil Society Organisations (CSOs) engagement as actors of good governance and development in Sierra Leone and is aligned with the specific objectives to strengthen the capacity of local CSOs to engage in advocacy, monitoring and policy dialogue at the national and district level; uphold and promote an enabling environment in Sierra Leone; and engage in gender equality and youth inclusion. The project is designed to be implemented in a consortium with Trócaire, SEND, Association for Wellbeing of Communities & Development (ABC-D) and Women's Forum for Human Rights and Democracy Sierra Leone (WOFHRAD) in 14 wards in Western Area Rural, Kambia and Bombali districts. SEND Sierra Leone will be responsible for implementing the project in 3 wards in the Western Area Rural district focusing on women's participation in governance and civil society strengthening.

Account Officer

The Account Officer is responsible for the day-to-day financial transactions of the project. Reporting to the Finance Manager, H/She will be responsible for the day-to-day financial transactions of the project.

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.
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Key Duties & Responsibilities
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<p>Bank Reconciliation and Reporting</p> <ul style="list-style-type: none"> • Prepare monthly bank reconciliations for all accounts for the project and ensure no pending transactions on the bank reconciliation statements. • Ensure that bank charges are entered in the cash book by the month's end and before the month's financial period is closed. • Prepare receipt reconciliation and promptly address all outstanding finance issues. • Managing staff case advances, prepayments, and receivables through follow-up on delinquent liquidations and reconciliation of balance accounts every month. • Immediately flag any outstanding reconciliation issues with the Project Manager and inform the Finance Manager. <p>Manage Travel and work advances</p> <ul style="list-style-type: none"> • Ensure that all advances obtain the appropriate approval as per the delegation of Authority. • Ensure that all advance requests are accurately processed promptly. • To ensure that staff with outstanding cash advances are kept from being given further cash advances. • Review and audit all vouchers to ensure they are authentic and correctly charged to the relevant budget lines. • Follow up, send reminders on outstanding advances to staff, and update the Finance Officer weekly. Statutory payment to government authorities. <ul style="list-style-type: none"> • Prepare staff PAYE tax and social security contributions and ensure they are paid to the government authorities on time. • Ensure the 5.5% Withholding tax (WHT) is correctly deducted from all payments within the threshold and accurately recorded in the appropriate finance software • A monthly schedule is prepared for WHT, and the same is paid to NRA before the end of every month. • Maintain a good filing for all payment documents. Internal Financial Controls & Payments • Ensure that the documentation for payment is acceptable and accurate with all correct arithmetic calculations. • Process approved payment requests within a maximum of three days of receipt of payment documents. • Cancel (stamped PAID) all vouchers (payment, journal and receipt) and their supporting documents to prevent their re-use. • Ensure that cheques issued, and vouchers cancelled follow the requirements • Issue cheques as required; exceptions should be approved by the Finance or Country Director. • Ensure cheques are always kept in the safe. • Release cheques to the correct payee and ensure the appropriate receipts are issued. • Ensure the availability of enough cheque booklets. <p>Other:</p> <ul style="list-style-type: none"> • Ensure that SEND policies on Safeguarding Gender Equality and Social Inclusion (GESI) are fully embedded in all financial transactions under this project. • Undertake any other tasks related to the project and overall SEND work in the project locations.
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Person Specification – Essential Requirements
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Qualification	<ul style="list-style-type: none"> • Graduate university degree or diploma in Business Administration, Accounting, Financial Management, or a related field of study.
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Experience	<ul style="list-style-type: none"> • Minimum two years of accounting, finance and administration experience gained preferably with a non-profit organization.
	<ul style="list-style-type: none"> • Experience in financial management software eg QuickBooks • Managing organisational bank accounts – conducting monthly bank reconciliation of funds received from donors. • Managing project cashflow ensuring alignment cash flow requirements • Experience in supporting field staff in project finance management. • Implementing European Union project activities is an added advantage
Skills	<ul style="list-style-type: none"> • Flexibility, problem-solving skills, accuracy, ability to work under pressure and good communication skills. • Excellent interpersonal and relationship management skills. • Highly organised, with excellent planning and problem-solving skills. • Competent in Microsoft packages (Word, Excel)
Qualities	<ul style="list-style-type: none"> • High level of reliability, dynamism, objectivity, and integrity • Strong value driven in line with SEND
Other	<ul style="list-style-type: none"> • Extensive knowledge of Excel, Word and email software. • Knowledge of electronic and paper filing systems. • Availability to travel regularly to partners’ offices outside of Freetown.

Mode of Application:

All applications must be forwarded to recruitment@sendsierraleone.com.

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

Closing date: 10th February, 2023