



SEND
SIERRA LEONE

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



Job Vacancy

Job Title: Finance Director

Job Type: Full Time

Reports To: Country Director

Job Location: Kenema, Sierra Leone

About SEND

We are 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, promote women's economic and political empowerment, strengthen health systems, enhance climate adaptation and mitigation measures, and prioritise the education sector.

SEND Sierra Leone is an independent structure, a local NGO registered in Sierra Leone. Our intervention areas are in the Eastern (Kailahun, Kenema, Kono), Western (Areas Urban and Rural), Southern (Bo, Bonthe, Moyamba, Pujehun) and North-Western (WARD, Port Loko) regions.

Our vision is to see a Sierra Leone where people's rights and well-being are guaranteed. Our mission is to promote good governance, voice, accountable essential services and equality for women and men in Sierra Leone.

Job Summary

- Ensure a high level of resource stewardship
- Strict financial accountability and financial risk management while ensuring the effectiveness and robustness of the SEND Country Programme (CP)
- Anticipate and manage financial management services needs and delivery challenges, and identify and implement improvement solutions to minimise CP exposure to financial risk.
- Ensure that there is strict compliance with donor procedures and proper budget controls.

Job Responsibilities

- Develop and manage financial processes by policies and provide proactive service delivery, advice, and support to managers and staff about addressing the whole project cycle (Design, Start-up, implementation, Close-out)
- Ensure efficiency and compliance with SEND's policies and procedures; generally Accepted Accounting Principles (GAAP), donors' rules and regulations, and legal requirements.
- 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 resources.
- Ensured the 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.
- Led the preparation of accurate financial data, analysis and projections and supported the Senior Management Team and Program/Project Managers in interpreting data for decision-making and managing financial risks.
- Effectively manage talent and supervise team members. 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
- Oversee the performance of accurate reporting procedures and timely submission of reports to relevant donors, the SEND National Executive Council and other stakeholders
- Lead assessment of staff and sub-recipients financial management capacity, ensure capacity strengthening on finance policies and regulations, and monitor and measure impact.
- Lead efforts to close audit financial management findings in a timely and sustainable way. Prepares for the audit and ensures the audit is completed on time and issues are followed up.

- Ensure that internal controls are working and adequately followed
- Manage the asset register and ensure it is updated regularly
- Organise account and finance officers' training to ensure they can act and comply with donor guidelines.
- Ensure that SEND complies with donor regulations, produces donor reports on time and follows up on donor recommendations to improve financial management.

Background, Experience & Requirements

Education and Experience

- A chartered Accountant qualification is required.
- Minimum of five years experience in a similar position, preferably with a reputable NGO.
- Knowledge of the relevant public donors' regulations is highly preferred.
- Important budgeting, budget/expense analysis, and accounting experience.
- Knowledge of local law in taxation and local regulatory reporting procedures.
- Staff management experience.
- Strong experience in presenting and facilitating financial management topics.
- Proficient in MS Office packages (Excel, Word, PowerPoint) and Web
- Knowledge of financial accounting packages or software is highly preferred.

Personal Skills

- Excellent analytical skills with the ability to make sound judgments and decisions
- Excellent planning, monitoring and organisational skills
- Ethical conduct by recognised professionals and corporate codes of ethics
- Proactive, resourceful, solutions-oriented and results-oriented
- Ability to work collaboratively
- Commitment and passion for staying and working in Kenema District is a priority.
- Must possess a 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 needed

- Integrity
- Openness
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset

- Accountability & Stewardship
- Gender and Social Inclusion

What we offer

SEND offers a comprehensive benefits package, including medical and a generous retirement savings plan.

We offer a competitive salary based on experience and competency.

Please forward the Application to the HR Manager
SEND Sierra Leone
4 Reservation Road, Kenema

To: recruitment@sendsierraleone.com

Kindly quote only the Job Position in the subject line.

Closing date: 25th October 2022

Only shortlisted candidates will be contacted.