



Job Title:	Finance and Compliance Manager <i>St Joseph's School for the Hearing Impaired, Ernest Bai Koroma Road, Makeni, Sierra Leone</i>
Reporting to:	Sisters of St Joseph of Cluny Leadership Team
Location:	Makeni, Sierra Leone
Contract Type	1 year contract, renewable up to 3 years
Start Date:	Q3 2022

About

The Congregation of the Sisters of St Joseph of Cluny (Registered Charity number MDLG/FBO/0346) is a religious and apostolic, congregation of Missionary Sisters with special emphasis on female education. The Congregation has been involved in Sierra Leone since 1866 and at present has six communities there.

Origins of the School and Associated Projects

The Sisters opened the St Joseph's School for the Hearing Impaired in 1979, with a handful of deaf children. By 1991 when civil war broke out it was a well-established school under the direction of Sr Mary Sweeney, one of the Sisters of St Joseph of Cluny. The school was accepting boarders from all over Sierra Leone. The violence spread to Makeni in 1998 when the rebels arrived and the sisters were forced to close the school and flee the country. The abandoned school was ransacked and largely destroyed by the rebels and later occupied as a store by the UN Troops. Soon after peace was restored in 2001 the sisters and some of the school staff returned and slowly began to rebuild the school.

Today the school has over 280 pupils. It has the only audiology laboratory and trained audiologist in Sierra Leone.

The school campus consists of a number of micro enterprises including an 80 acre farm, a tailoring centre, a carpentry centre as well as a guest house and canteen facility.

With support from Miseen Cara along with Viatores Christi, an organisational review was conducted by ASK4DEV Consultancy (an international consultancy team) in April-May 2022.

The primary recommendation from the final report is that a **Finance and Compliance Manager** with responsibility for all aspects of overall financial management, donor compliance as well as procurement of goods and services for St. Joseph's be recruited immediately. This person would be ultimately responsible to, work closely with and report regularly to Sr Amala, the director of the school as well as the board.

The report found that setting up and managing what is at least the minimum requirements for an institution like SJSJI be acted on as soon as possible: governance and donor compliance knowledge, systems and structures.

Sierra Leone, according to the Concern Worldwide, is the sixth poorest country in the world. It is officially designated as a 'Fragile State', heavily dependent on overseas aid. St Joseph's works with a much marginalised group, deaf children. If St Joseph's ceased to exist these children would be relegated to the margins of one of the most deprived countries in the world. The government of Sierra Leone does not have the necessary services or resources to run such a school.

The school will need donor support for the foreseeable future, this is acknowledged and accepted by existing donors, and therefore donor relations will be of critical importance going forward.

Summary

Under the supervision of the School Director, the Finance Manager is responsible for the primary oversight and leadership of all financial reporting, human resources, and administrative operations within the campus. In particular, s/he will oversee financial operations for the program; conduct continual reporting to ensure the financial health of the program and the correct usage of funds. We are looking for individuals who are committed to exceeding expectation and who strive to improve the lives of some of our most vulnerable people.

The position will be based in Makeni, Sierra Leone.

The **Finance and Compliance Manager** will have specific duties around setting up a robust financial management system for the entire campus including maximising the profitability of

the micro entrepreneurial projects including the farm to contribute to the overall sustainability of the school and campus.

They will be expected to be able to produce and manage an annual project budget broken down by cost area and have the ability to submit financial reports to the Director at months end as well as financial reports for submission to donors on individual project spend.

He or she will also complete of month-end and year-end accounting closes, with appropriate supporting documentation for all accounting transactions as part of the annual audit process.

This professional will also be responsible developing and managing a financial and procurement system for the school and associated projects

With a **Financial and Compliance Manager** in place, and a Finance Officer to support her / him, SJSHI can begin to create a sustainability plan that will include appropriate, financial, compliance and governance systems to be out in place and managed pro-actively. By establishing a formal management structure with clearly defined roles and responsibilities.

Duties

The role envisaged for the **Financial and Compliance Manager** will be to set up a transparent financial and administrative system which will facilitate the running of St Joseph's and to initiate and oversee the administrative procedures necessary to ensure that best practice is maintained throughout the school.

They must be flexible in their approach to the role and be prepared to address whatever challenges present themselves.

Reporting

He/She will report to the Director of the School and the Board of SJSHI in Makeni and will be supported in the role by a financial officer.

- Ensure that SJSHI grows and develops secure and sustainable financial management systems to
 - Give confidence to donors
 - Allow the local team to better plan for and invest in the future development of the school, Enhance the services provided to the students.
 - Increase overall security in SJSHI finances and confidence in its ability
- Put in place a campus wide budget

- Put in place and operate a financial management and control system, producing monthly financial statements.
- Ensure all financial systems, processes and procedures are compliant with best practice
- Put in place a system for monitoring the costs, on a monthly basis, of each vocational area of the school, the school itself and the boarding section.
- Set up a system for recording all income and expenditure on the farm and other cost areas and ensure that all proposed expenditure is approved by the director.
- Provide timely financial reports for donors on request from Director
- Attend all school management as required meetings.
- Present end of month financial reports in a timely manner to the director and board.

Additional areas

- Flexibility to assist in other areas may be required at certain times
- Attendance at donor or networking events, conferences and other functions as necessary

Results/Expected Output

Some of the expected outputs of financial management to ensure SJSHI grows are:

- Improved accuracy and reporting in relation to reporting, budgets, etc.
- Measures and systems in place to measure growth.
- Enhanced compliance in all areas.
- Improved, easily accessible data and financial transparency.
- Increased productivity and outputs.
- Better-quality planning and strategy development.
- Overall financial sustainability, cohesion and growth

Person Specification

- Bachelor's degree in accounting, finance, business administration or another relevant field.
- Proven experience in a financial management position ideally within the non-profit international development area
- Previous direct supervisory experience of professional and/or support staff
- Facilitation and training skills to a high level
- Approachable, willing to be flexible, committed with a sense of humour.
- Fluency in English verbal and written
- Ability to work with a wide range of people in a respectful and collaborative manner
- Understanding of development issues in Sierra Leone would be an advantage
- Excellent communication skills and excellent organisational and interpersonal skills are essential, with an ability to work under pressure and meet deadlines.

--

Salary & Benefits

Salary: Between 176 – 213 Million SLL per year with benefits
--

How to apply

--