



INTERNAL/EXTERNAL

VACANCY ANNOUNCEMENT

Jhpiego is an international, non-profit health organization affiliated with [The Johns Hopkins University](#). For 40 years and in over 155 countries, Jhpiego has worked to prevent the needless deaths of women and their families.

Jhpiego Corporation has been providing technical support to the Ministries of Health in partner countries across the globe for the past 40 years in a variety of technical areas including cervical cancer treatment and prevention, community health, HIV and AIDS, maternal and newborn health, health workforce capacity development (both pre-service and in-service), family planning, malaria, and IPC/WASH.

We are currently looking for suitable individuals to fill the following positions:

Position: Finance Manager (1 position)

Reports to: Director of Finance and Operations

Supervises: Senior Finance Officer

Job Location: Freetown

Job Overview:

The Finance Manager (FM) reports to the Director of Finance and Operations and will be responsible for providing the financial management for Jhpiego projects as assigned and managed. The FM will oversee all local financial and contractual aspects of Jhpiego projects in Sierra Leone and work closely with project staff to ensure accurate financial and contractual reporting of the project. The FM will ensure that the financial reports are compatible with standard accounting practices and follow Jhpiego and USAID rules and regulations. The FM will be responsible for ensuring cost consciousness, efficient spending and for implementing and maintaining an on-site financial accounting and book-keeping system required to assure the integrity and effective performance of project financial operations.

Duties and Responsibilities

Key Financial and Managerial responsibilities:

- Financial planning, budgeting and reporting for Jhpiego active projects in Sierra Leone.
- Provide guidance to the program teams regarding the financial requirements of the projects and office operations.
- Maintains and administers project financial accounting system.

- Implements and oversees a detailed financial reporting and reimbursement process in accordance with Jhpiego's established financial system.
- Review and approve the monthly financial report by using adapted finance software (QuickBooks) and ensures accuracy and timely submission to HQ.
- Uses various software applications such as spreadsheets, relational databases, statistical packages, and graphic packages to assemble, analyze, and format data and/or reports
- Ensures financial management systems provides accurate, current, and complete disclosure of financial transactions
- Closely monitors cash flow and assures budgets are followed so spending is on track
- Implements and guide staff on policies and procedures and lead trainings, as needed
- Reviews disbursements and payroll for authenticity and accuracy
- Oversees the financial reporting process to donors

Budget Management

- Prepare accurate budgets, track expenses, ensure that required financial controls and cost-performance monitoring mechanisms are in place and adhered to: prevents over or under-expenditure of budgets, ensures proper safeguards of funds and ensures compliance with established USG and Jhpiego's global financial, accounting and administrative procedures.
- Leads the development, monitoring, and review of project budgets
- Reviews monthly financial analysis and budget vs expense reports to determine reasonableness of variances and take appropriate actions, as required
- Ensures reasonableness of financial projections
- Makes in-country budget adjustments and other cost improvement measures, as required.
- Cash and Bank Management
- Ensure sufficient funds are available at all times to meet project needs
- Reviews monthly bank reconciliations to ensure balance sheet reconciles to organizational financial records
- Serves as Jhpiego's liaison with banking officials

Auditing

- Ensure financial records are properly maintained and readily available during audits
- Ensure that in-country legal and statutory requirements (i.e. registration, VAT/Tax reporting, filing tax returns, business licenses etc.) are fully complied
- Lead to facilitate the work of external audits
- Lead to draft responses to audit findings and follow-up on the implementation of audit recommendations

Accounting

- Reviews, reconciles and monitors all project accounts, including major program operating accounts and petty cash operations involving cash advances.
- Determines updated monthly project accruals and projections to support forecasting accuracy and program completion, as required.
- Ensures sound accounting records.
- Regularly reviews accounting transactions to ensure costs are allowable and reasonable.

- Regularly reviews QBE: review of balance sheet, aging analysis, detailed GL, expenditure by ION, advance balance.
- Review monthly QBE replenishment request.
- Ensure proper project and financial reporting, spending and compliance with project terms and conditions.
- Ensure that USAID and other donors' resources are appropriately directed to program priorities and are in line with program work plans.
- Provides financial oversight to finance officers.
- Ensures compliance by all assigned staff to the JHU and Jhpiego timekeeping requirements, as well as the staff's timely approval of timesheets.
- Performs other projects related activities as assigned by the supervisor or by Jhpiego management.

Required Qualifications, Knowledge, Skills and Abilities:

- Degree in Accounting, Finance, Business Administration or its recognized equivalent
- MBA in Accounting or professional qualification (CPA, ACCA or recognized equivalent) is required.
- Minimum of 5-8 years relevant experience in finance or accounting.
- Proven experience in Administration
- Knowledge of institutional donors (PEPFAR, USAID/CDC, DFID etc.) regulations, procedures and requirements a plus.
- Ability to meet international reporting deadlines
- Ability to multi-task and work under pressure
- Detailed orientated and experienced in working with multi-currencies
- Good supervision skills and work scheduling to ensure smooth month-end reporting

Note: All staff members of Jhpiego, regardless of the level of their responsibilities are expected to:

- Model the mission and values stated above.
- Contribute to the knowledge-sharing and transfer process.
- Make responsible decisions that result in time and cost containment and clear accountability.
- Participate in multiple teams, adopt team spirit, take responsibility for action items assigned, and provide feedback as needed.
- Multitask, be able to manage competing priorities and be able to prioritize in order to meet program and/or organizational objectives.

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to: SL-Recruitment@jhpiego.org Clearly state in the subject area the position you are applying for, if not clearly stated your application will not be considered.

Deadline for the submission of applications: May 15, 2023.

Please note that due to the sheer volume of applications often received, only shortlisted candidates will receive responses.

Jhpiego is an Affirmative Action/Equal Opportunity Employer