

Finance Director

In October 2017, the National Medical Supplies Agency was established by an Act of Parliament as a public service agency responsible for the procurement, warehousing, distribution and management of drugs and medical supplies in a cost-effective manner, for and on behalf of all public institutions throughout Sierra Leone. NMSA is governed by a Board of Directors. NMSA is led by the Managing Director with a team of Directors forming the senior management of the organization.

NMSA is inviting suitable Sierra Leonean professionals to apply for the Finance Director role.

Responsible to: Managing Director

Supervision: 2 Clerks

Location: Freetown

Position type: Full Time

Contract duration: 3 years

Purpose of the role

The purpose of this position is to ensure efficient and high quality Financial and Accounts management, in support of the organizational mission of ensuring product availability at public health service delivery points across the country.

The Finance Director (FD) is responsible for directing and overseeing the finance and accounting functions of NMSA, developing and implementing systems and processes that facilitate the effective and cost-efficient execution of core organizational functions. Ultimately, the Finance Director is responsible for ensuring that the Finance and Accounting systems meet the needs of NMSA management, NMSA Board, regulatory authorities and donors.

The responsibilities include ensuring that all accounts are correct and up to date, and overall managed according GAAP standards; producing financial reports used by executive management and the Board for management and decision-making purposes; contribute to producing annual financial report; prepare finances for annual audit; produce accounts for presentation to the Board, etc.

The Finance Director may supervise accounting staff. As NMSA has operations staff across Sierra Leone, the Finance Director will have responsibilities for ensuring stringent and transparent financial procedures and controls for district-level activities.

An important part of the responsibilities of the FD includes building the capacity of the supervised and other staff, ensuring smooth operations and retention of competent staff. Therefore, in addition to supervisory responsibilities, the FD will be a trainer and a coach for professional development.

Primary Responsibilities

Under the overall guidance and direct supervision of the Managing Director, the Finance Director is responsible for the execution of the following key tasks:

Financial Management

- Create and maintain the full range of financial management and accounting procedures required for NMSA, in line with current best professional practice.
- Collect and record complete, timely, accurate and reliable financial data.
- Produce regular, and on an as-needed basis, financial reports as directed by the Managing Director, Board and Departmental Directors for management control and decision making.
- Produce regular, and on an as-needed basis, financial reports to complying with information requirements of development partners.
- Compile monthly report consolidating data and information from Districts into a national-level report
- Prepare monthly bank reconciliation statements for all the accounts maintained by NMSA.
- Assist in the preparation of payments for expenditures.
- Assist in producing annual accounts.
- Assist with annual audits.
- Produce monthly cash flow statement and quarterly forecasts.
- Act as a petty cash signatory and ensure replenishment and reconciliation of physical petty cash to accounting records are carried out on a timely basis.
- Ensure that grant statements from Development Partners are reconciled with accounting records.
- Prepare Income and Expenditure Account and Balance Sheets with adequate supporting schedules on a consolidated basis and for individual partners with budget comparisons.
- Ensure the regular reconciliation of physical property and equipment to a fixed asset register.
- Assist in developing budgetary procedures for NMSA and projects.
- Assist the MD in developing strategic plans and key performance indicators.
- Liaise with banks to ensure accuracy, timeliness of service.
- Participate in external meetings as directed by Managing Director.

Supervision, Monitoring and Capacity Building

- Supervise assigned staff, ensuring that they execute on their assigned responsibilities.
- Ensure that all Finance functions are covered at all times, through cross-training and other means.
- Develop performance objectives with each supervised staff and monitor progress towards objectives, in particular against Key Performance Indicators (KPIs).
- Instill a customer service mind-set for supporting internal (staff, board) and external customers (donors, partners, stakeholders, etc.).
- Organize and/or participate in workshops, trainings and other capacity development activities.
- Manage and secure access to financial and other confidential information.

General Professional Principles and Responsibilities

- Maintain an approach and mind-set of continuous learning and improvement by seeking professional development in all aspects of work.
- Approach work with a customer service mind-set, including timely, professional, and productive communication with all stakeholders.

- Work under the principles of collaboration and mutual benefit by contributing to capacity-building of co-workers.
- *Any other task* assigned by management.

Qualifications

- Chartered Accountant; Degree in a financial discipline, or equivalent.
- Additional Certifications and completed training in Financial and/or Administrative Management functions is an advantage.
- International education and trainings in Financial and/or Administrative functions are an added advantage.
- Minimum four years of progressive work experience in a similar position.
- Private sector or international NGO experience is a distinct advantage.
- Strong documented experience with computerized accounting systems.
- Demonstrated ability to write sound reports.
- Experience with Activity-Based Cost (ABC) accounting an advantage.
- Experience with financial requirements, procedures and reporting for international donors (Global Fund, DFID, World Bank, etc.)
- Project management skills.
- Demonstrated proficiency in Word, Excel and PowerPoint.

Language requirements

- Excellent command of written and spoken English.
- Fluency in local languages will be an added advantage.

Personal competencies and values

- Goal-oriented individual with proven ability to operate with minimal supervision.
- Ability to handle multiple tasks simultaneously, set priorities, and work independently.
- Strong professional judgement, integrity, and image; models NMSA's values and ethical standards.
- Ability to build and maintain strong relationships with colleagues, customers, vendors, partners, and stakeholders with a focus on impact and results.
- Well-developed interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment.
- Consistently approaches work with energy and a positive, constructive attitude; responds constructively to feedback.
- Actively pursues continual growth and learning opportunities; fosters a collaborative learning environment for others.
- Promotes the vision, mission, and strategic goals of NMSA.

NMSA is an equal opportunity employer and does not discriminate against any candidate based on their gender, religion, tribe, age or disability. To apply, submit your CV and cover letter to NMSArecruitment@gmail.com and copy job@jobsearchsl.com with the position title as the subject. The closing date for submission of applications is Friday 8th March 2019.