

Job Title: Finance Manager

Organization: FINE-SL

Reporting Lines: Reports to Head of Partner Organization / Purposeful SAGE Finance Manager

Location: Freetown

Contract: 2 years staff contract (Subject to a three-month probation period)

CONTEXT OF THIS ROLE:

Purposeful Productions, is the Lead Partner for the Karo Kura SAGE Consortium, made up of six implementing organizations that will work in six districts: Western Rural, Karene Moyamba, Bonthe, Bombali and Falaba. In addition, Fambul Initiative Network for Equality (FINE-SL) is the consortium's partner leading the Karo Kura SAGE Consortium's initiatives on engaging men and boys for gender equity, while Population Council is the monitoring, learning, and evaluation partner. The consortium proposed to implement:

1. *Safe Spaces+* A core program of evidence based safe spaces, directly reaching 15,450 girls across SAGE priority districts, utilising a refreshed life-skills manual, underpinned by the creation of a National Mentors Training Academy. Programming includes life skills, literacy and numeracy, linkages to services, and livelihoods.
2. *Community Engagement+* An evidence-based series of community conversations working in tandem with safe spaces, supplemented by an Allies Academy, informed by behavior change principle and builds on Purposeful current work with progressive male voices in communities
3. *Girl-Led Advocacy+* Girl-Led Storytelling days, powered by Karo Kura - SAGE Girls, influencing structures and systems from the community level out, and linking into Purposeful existing national advocacy work with and on behalf of the Salone Adolescent Girls Network.
4. *Collectivised Business Incubator +* A pilot of collectivised income generation activities attached to safe spaces, including girls farming collectives, girls Ocado collectives, and girls solar power collectives.

We are looking for a knowledgeable and experienced Finance Manager representing FINE-SL and working closely with Purposeful SAGE Finance Manager. The successful candidate will play a vital role in the effective financial management of the SAGE project and act as the key financial focal point for partners. She/He will lead on managing partner budgets, training, monthly and quarterly audits and reporting and ensuring a high standard of financial management and compliance with Purposeful requirements.

KEY RESPONSIBILITIES:

Finance, Accountancy and Budget Management

- Managed daily by the Head of the Partner organisation
- Work closely with Partner Management team to prepare monthly spreadsheet ensuring all spends are reconciled and funds accounted for in compliance with Purposeful's procedures
- Report on a monthly basis to the Purposeful SAGE Finance Manager
- Manage and reconcile the bank and cash accounts, prepare the bi-weekly cash counts and monthly financial records including cashbooks to be submitted to Purposeful SAGE Finance Manager in a timely manner
- Disburse cash advance and reconciles to ensure recovery.
- Ensure salary payments to staff, including NASSIT and tax liabilities are correct and made on time and staff benefits including medical insurance, leave and 13th payments (where applicable)
- Be the contact point with the bank to include raising payments and transfer requests to be authorised by your line manager.
- Manage staff expenses including subsistence allowances for field staff
- Collect and fill regular financial reports and budget records to be submitted on a monthly basis to Purposeful SAGE Finance Manager
- Monitors ongoing levels of expenditure on program activities as against budget, and provide timely information of likely over or under-spends to Purposeful SAGE Finance Manager
- Co-ordinate and maintain a cash forecasting system to ensure that adequate funds are available to meet the working requirements of the program.

Purchasing and Procurement

- Ensure that all purchases of goods and services related to the project are done in compliance with Purposeful's Procurement policies and procedures
- Organise trainings for all staff involved in purchasing and procurement to ensure that they are oriented in the contents of the policy and procedures of Purposeful's procurement guide.

Asset Management

- Manage all DFID SAGE assets of the organisation
- Record all DFID SAGE assets in an asset register, with monthly physical count and verification

Administration

- Assist in the recruitment process of incoming staff.
- Filing of Financial documents in an orderly and systematic manner (Hard and soft copy filing system)
- General Administration duties

Other

- Implement any other Finance duties as needed.
- You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted

REQUIRED SKILLS, EXPERIENCE & QUALITIES:

- A bachelor's degree in management, finance, accounting, business administration or any similar field

- At least 2 year's experience in both finance and administration roles, as well as 1 year experience in a supervisory position
- Extensive knowledge in accountancy, budget management and treasury management
- Proficient skills in Excel and accounting software (QuickBooks)
- Proven team management experience
- Leadership and organisational skills, superb verbal and written communication skills
- The ability to multi-task, meet deadlines and work independently and as part of a team, even under stressful conditions
- People oriented skills including patience, diplomacy, willingness to listen and respect for colleagues, prospective candidates for jobs etc
- High personal integrity and ability to keep absolute confidentiality
- Clear verbal and written communication skills

APPLICATION PROCESS:

Interested candidates are required to send a cover letter and CV to job@jobsearchsl.com with 'Finance Manager' as the subject by 5pm on Friday 22nd November 2019.