

December, 2022



Jhpiego is an international, non-profit health organization affiliated with Johns Hopkins University. For 40 years and in over 155 countries, 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.

The following vacant position is available for immediate filling:

**Finance Officers (2 position)**

**Job Location:** Freetown, Sierra Leone

**Reports to:** Senior Finance Officer

**Position Overview:**

The Finance Officer is responsible for providing financial support to Jhpiego Sierra Leone Office and related programs to ensure the smooth running of the office in Sierra Leone. This includes handling the day-to-day financial operations of the Sierra Leone office, with particular emphasis on handling accounts payable and receivable, expense reports, cash handling, payments, and compliance with Jhpiego and donor financial policies. Implements and maintains an on-site financial accounting and bookkeeping system required to assure the integrity and effective performance of Jhpiego's financial operations.

**Duties and Responsibilities:**

- Assist in the implementation of financial policies and procedures in the office
- Be familiar with the related Sierra Leone laws & regulations; and assist in their application
- On a daily basis, review expense reports ensuring completeness, accuracy, reasonability, and validity of financial data before posting to the financial system
- Prepare payment vouchers and ensure payment review and approval.
- Write checks/pay bills in the accounting system on a daily basis.
- Management of petty cash.
- Ensure that the petty cash replenishment is prepared the moment the disbursement is 75% of the cash float.
- Managing stationery inventory - receiving, issuing, and reconciling bin cards.
- Monthly reconciliation of fuel for Jhpiego vehicles
- Assist the Senior Finance and Operations Manager with routine follow-up and reconciliation of accounts payable
- Monitor and reconcile vendor statements on monthly basis and ensure timely settlement of bills.
- Ensure prompt payment of staff advances and supplier invoices to safeguard Jhpiego's reputation.
- Send notifications to vendors and staff on payments transferred to their accounts.
- Provide updates to staff on their advance accounts on regular basis (at least once a month).
- Provide information to staff requiring reimbursement.
- Prepare on a monthly basis VAT return documents for quarterly submission.
- Ensure that expense reports and vendor payment vouchers are filed on a timely basis and proper accounting records relating to expense reports and payment vouchers are maintained and are in accordance with standard accounting practice, JHU/Jhpiego, and donor guidelines.
- Assume other duties as assigned.

**Required Qualifications:**

- CAT qualification, Diploma in Accounting added advantage
- Two years experience in the finance field
- Knowledge of the use of financial software applications, databases, spreadsheets, and/or word processing required

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**Required Skills/Competencies:**

- Knowledge of US government cost principles
- Prior experience with QuickBooks
- Experience in global organizations
- Prioritize and organize workload
- Proficiency in Microsoft Office software applications
- Strong interpersonal, writing, and oral communication and presentation skills
- Must treat payroll, accounting, and budget information with confidentiality
- multitask, be able to manage competing priorities and be able to prioritize in order to meet program and/or organizational objectives
- Be self-motivated, and proactive and have a positive attitude to work requiring minimum supervision.
- Excellent organizational skills including the ability to handle a variety of assignments sometimes under pressure of deadlines.
- Be cooperative, hardworking, flexible & dependable.
- Ability to communicate effectively, instilling trust and confidence.
- Excellent interpersonal and communication skills.
- Be of high integrity and have a sense of confidentiality
- Be willing to take on other related duties assigned in order to achieve the goals/objectives set by the organization

**Performance Measures:**

**SMART: Simple, Measurable, Achievable, Results-oriented, Time-bound**

Objectives with specific SMART performance measures will be developed within JEMS

**Qualified persons are required to send their Curriculum Vitae (CV) and application letter to:**

[SL-Recruitment@jhpiego.org](mailto:SL-Recruitment@jhpiego.org). Clearly state the position you are applying for when applying:

**Deadline for the submission of applications: 23<sup>rd</sup> December 2022. Please note that given the likely high volume of applications, only shortlisted candidates will be contacted.**