



JOB DESCRIPTION

Post Title	Finance Officer
Location	Freetown
Start Date	Immediately
Reports to:	Programme Coordinator
Duration	10 Months with possibility of extension based on performance and funding.

Details

Context

Forum Against Harmful Practices (FAHP) is a coalition of 15 national NGOs and CSOs established in 2014 to advocate for the reduction of harmful practices including FGM/C. FAHP established its Secretariat in 2014 (a room in the office of one of the NGOs comprising one member of staff, a laptop and a desktop). So far FAHP activities include media trainings for journalists and district consultations to generate support for the approval of the national strategy. In May 2017, FAHP conducted a series of workshops for Parliamentarians, the Inter-Religious Council of Sierra Leone, the Council of Paramount Chiefs of Sierra Leone, selected Ministry Departments and Agencies on the rationale and methodology for the development of the Strategy. To further build consensus and strengthen support for the approval of the National Strategy, FAHP engaged key stakeholders including Parliamentarians, members of the Inter Religious Council, Council of Paramount Chiefs, and senior policy makers within Ministry Department and Agencies (MDAs) through a series of workshops in November and December 2018

With funding from Irish Aid, FAHP will further its work at the national level to strengthen itself as an Organisation with strong systems in place, advocate for the approval of the national FGM Reduction Strategy and create community level awareness to effect change. FAHP is looking for a strong and passionate candidate to lead this process and to make FAHP a better and sustainable Organisation.

Main Responsibilities

Partner Financial Systems management:

- Review financial reports for accuracy, completeness and compliance with FAHP policy and donor requirements.
- Ensure integrity and quality of project data, processing of advances and liquidations for accurate reporting and information sharing.
- Maintain and update a control file for partners' liquidations.
- Ensure that questioned costs are resolved with partners within a reasonable time.
- Ensure staff spend funds within budget parameters and in line with programme activity plans
- Work with the Finance team, prepare monthly budgets and requisitions, with an understanding of current budget position per item line
- Prepare monthly expenditure reports against approved budgets, providing detailed variance analyses for FAHP Executive
- Ensure that all requisitions and retirements are appropriately authorized; and that all expenditure is backed up by the required support documentation
- Contribute to the development of annual budgets in line with the National Business Plan and facilitating quarterly financial re-forecasting processes
- Ensure that project expenses are booked only against valid budgets.
- Ensure that the team remains within budget flexibility, and promptly report overspending per line item to the Program Coordinator
- Guard against overspending on the overall budget.
- Ensure all expenses are allowable per the donor agreement and regulations •

Keep a file of copies of donor agreements *Reporting:*

- Ensure that partner financial reports are processed accurately within 7 days on reaching FAHP and a feedback report sent within 14 days to the partners indicating accepted expenses, questioned costs and detailing extra support documents needed.

Technical Support and Training:

- Provide technical assistance to the program team and staff as needed.
- Make time for the partner organization assigned to support FAHP capacity development needs and incorporate lessons learnt into daily work.

Participate on the identification of audit eligible partners annually and lead partner preparation efforts

Skills and Qualifications	<p>Essential:</p> <p>The Finance Officer will have:</p> <ul style="list-style-type: none"> • At least a Degree or Diploma in Accounting or related field. • Two to four years' experience working in an NGO. • Demonstrated strengths in financial management with a strong client service focus; able to work with diverse groups of people and team-oriented environment • Skilled in obtaining information necessary to accomplish duties • Ability to prioritize work, multi-task and meet deadlines • Problem analysis and problem resolution skills at both a strategic and operational level • Ability to express technical ideas and concerns in a non-technical environment • Ability to follow direction and work independently • Ability to adapt and learn • Ability to develop effective systems considering organizational effectiveness and impact on people. <p>Desirable:</p> <p>Experience of working in development in Sierra Leone context. • A collaborative communicator and team player;</p>
How to Apply	<p>Interested candidates should send in their applications with a cover letter detailing their motivation for this position and copies of most recent CV. Please send in your applications to fahpsl2013@gmail.com. Hard copies should be delivered to the G2G office, 68 Bai Bureh Road, Kissy.</p> <p>All applications should be received on or before cob on Friday 20th November 2020.</p>