



NATIONAL MEDICAL SUPPLIES AGENCY
Central Medical Stores
Off Jomo-Kenyatta Road, New England - Freetown

Job Advertisement

I. Position Information	
Position number	
Job title	Finance Officer
Organization	National Medical Supplies Agency
Executing Agency	National Medical Supplies Agency
Responsible for	Finance & Administration
Responsible for	Financial and Accounts Management
Responsible to	Director Finance & Admin.
Supervision	n/a
Location	Freetown
Territory	National
Position type	Regular staff; Full time
Salary range	Negotiable
Contract term	4 months with possibility of extension

II. Organizational Context
<p>In 2017, the National Medical Supplies Agency was established by an Act of Parliament as a public service agency responsible for the procurement, warehousing and distribution of drugs and medical supplies in a transparent and 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.</p>

III. Purpose and Responsibilities of Position
<p>Purpose</p> <p>Responsible for providing effective and efficient financial and administrative services.</p>

IV. Key Responsibilities

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

- Preparation of payment vouchers and cheques.
- Maintain a cheque register for all transactions
- Record and post all financial transactions on a daily basis
- Assist in the preparation of monthly reconciliation statement for each project account
- Prepare and maintain inventory records.
- Maintain proper filing system of all financial records.
- Disburse petty cash with the approval of the Director of Finance & Admin.
- Do regular banking transactions
- Process inward and outward mails
- Keep track of financial reporting needs
- Assist with preparation of the budget
- Implement financial policies and procedures
- Establish and maintain cash controls including deposits
- Establish, maintain and reconcile the general ledger
- Monitor cash reserves and investments
- Prepare and reconcile bank statements
- Establish new and maintain existing supplier accounts
- Process supplier invoices
- Ensure data is entered into the system
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Process and record petty cash transactions

Other responsibilities

- Some weekend work is required on an as-needed basis
- *All other duties as requested by the*

Note: Management reserves at all times the right to modify Terms of Reference according to organizational needs and priorities

IV. Reporting Structure

From a financial and administrative standpoint, the FO will work under the guidance and direction of the Director of Finance & Admin

V. Qualifications, Skills, and Competencies

Qualifications:	Higher National Diploma in Accounting or Certified Accounting Technician qualification; a degree in Accounting or part-qualified ACCA or CIMA will be an advantage;
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General Experience:	<ul style="list-style-type: none"> • Minimum three years of progressive work experience in a similar position • Demonstrated ability to work with QuickBooks and Microsoft Office products such as Excel, Word, PowerPoint and Outlook; •
Language Requirements:	<ul style="list-style-type: none"> • Excellent command of written and spoken English and spoken Krio • Proficiency in other languages is an advantage
Skills Knowledge & Experience	<ul style="list-style-type: none"> • Demonstrated understanding of accounting software and/or integrated computer systems • Demonstrated ability to establish and maintain filing systems • Ability and willingness to travel in Sierra Leone Possess excellent communications and negotiation skills; • Be able to work under pressure; • A team player; • Attention to detail; • Able to work under direction; • Well organized with an ability to plan and prioritize workload; • Be self-driven and able to work within tight deadlines
Personal Competencies and Values:	<ul style="list-style-type: none"> • 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; • Sensitivity and respect for cultural, gender, religion, race, nationality, and age diversity; treats all people fairly without favouritism or prejudice; • 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; <p>Promotes the vision, mission, and strategic goals of NMSA.</p>

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 ONLY to NMSArecruitment@gmail.com and copy job@jobsearchsl.com with 'Finance Officer' as the subject. Hard copies of documents may be submitted to The Human Resources Manager at National Medical Supplies Agency, Central Medical Stores, Off Jomo Kenyatta Road (opposite Special Court), New England, Freetown. The closing date for submission of applications is Friday 6th September, 2019.