

TERMS OF REFERENCE

SENIOR FINANCE OFFICER

SUPPORT TO ENSURE DONOR FUNDS ARE JUDICIOUSLY MANAGED AND ADEQUATELY ACCOUNTED FOR, COMPLYING WITH STIPULATED REGULATIONS

Duration: 12 months

Work Base: Freetown

JOB SUMMARY

Based in Freetown, with a little travel to the provinces, the Senior Finance Officer is expected to support the Country Office in ensuring that all aspects of Finance and Procurement, including HR management, facilities management, logistics are successfully managed whilst following prescribed CORDAID and Donor Regulations.

S/he would support the effective and efficient daily running country office and program financial activities. The seamless and cost-effective running of the Finance department will enable CORDAID Sierra Leone and indeed head office staff members to have the confidence and support necessary to carry out the core raison d'être of CORDAID i.e. a meaningful and impactful program related NGO working in a fragile and complex environment. Therefore, a strong, professional, diplomatic but resourceful approach is required of the Senior Finance Officer at all times.

CORDAID IN BRIEF

CORDAID believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion divide societies, we connect people and communities. We stand for professionalism, expertise and solidarity across borders. We make a difference where it is most needed.

We do that where natural disasters strike, where conflicts tear up communities and where under development keep families in extreme poverty. In the Netherlands, we are known as CORDAID Memisa, CORDAID Menes in Nood, CORDAID Kinderstem and CORDAID Microkrediet.

CORDAID has been operating in Sierra Leone for the past 20 years and recently established a Country Office. Presently, CORDAID Sierra Leone, is focused on two key areas of support - Health System Strengthening and Private Sector Development.

DUTIES AND RESPONSIBILITIES

Under overall guidance of the Finance and Procurement Manager, the Senior Finance Officer will be responsible for all following functions, in no order of priority, for the efficient and effective day to day running of the Country Office Finance Unit:

Responsible for the day to day management of financial and accounting related functions including compliance, policy administration and implementation of finance management/accounting practises that support the needs of the INGO. Provide leadership and good decision making in finance controls and management as well as assisting in other departments to identify, recommend, develop, implement, and support robust finance/budget friendly solutions, training, and strategies for all aspects of the country office, specifically but not exclusively:

- Ensure that all financial transactions are accurately documented with sufficient supporting documents
- Ensure that financial transactions are accurately recorded in the accounting software of Cordaid (Microsoft Dynamics AX)
- Ensure that statutory deductions are done on financial transactions in accordance with the laws of Sierra Leone and are remitted to the respective authorities on time.
- Demonstrate excellent understanding to the respective project budgets and ensure that all project and non-project related transactions are accurately coded to the appropriate fund and project codes
- Prepare statements and reports of estimated future costs and revenues
- Processing payroll and benefits requirements including time write documentation
- Ensure invoices are paid correctly and in a timely manner
- Provide support to Finance Manager, department managers and supervise finance officers to prepare new budgets on an annual and proposal basis.
- Monitor and manage all budgets whilst working with relevant staff, pro-actively and on request, on all areas of adequate budget performance.
- Prepare and maintain cash flow forecast based on the various budgets.
- Ensure that cash and bank balances are sufficient always
- Review all requests for payment and verifies that these are compliant with regulations before passing to Finance Manager for approval
- Maintain regular contact with the banks.
- Provide support in program and other country office related budget preparation
- Review all draft contracts for financial correctness
- Provide support during audit.
- Prepare financial report for external donors in accordance with donor agreements.
- Provide support in the preparation of all CORDAID headquarter financial reports on a monthly, quarterly and annual basis.
- Support in the preparation of Profit and Loss calculations in the required SOC format prior to any new / updated (beyond 5% change) program / project proposals

REPORTING

The Finance Manager expects to receive reports but not limited to the following:

- Bi-weekly update on cash positions of Country Office and Projects
- Weekly update on transaction input into Accounting Software
- Month end Reconciliations (Cash and Bank)
- Month update on all accounts payable and receivables
- Finance Unit monthly overview of project and Country Office budget performance

QUALIFICATIONS AND SKILLS



The required qualifications and skills for this job assignment are:

- Bachelor's degree in business administration, accounting, or related field preferred
- At least 3 years previous experience in Senior Finance Role and highly preferable a Not for Profit Organization
- Knowledge and understanding of accounting software.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Ability to analyze problems and strategize for better solutions
- Excellent verbal and written communication skills
- Ability to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail
- Ability to work well with management and staff at all levels
- Goal-oriented, organized team player
- Demonstrates integrity by modeling CORDAID's values and ethical standards
- Promotes the vision, mission, and strategic goals of CORDAID.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Other Competencies:

- Organize and accurately complete multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, and available resources.
- Plan, coordinate and organize workload while remaining aware of changing priorities and competing deadlines
- Establish, build and maintain effective working relationships with staff and partners to facilitate the provision of support
- Consistently approach work with energy and a positive, constructive attitude
- Remain calm, in control and good humored even under pressure
- Demonstrate openness to change and ability to manage complexities

TO APPLY

Applicants are required to submit application package via email address jobs_sl@cordaid.org and copy job@jobsearchsl.com with mail subject indicating "Senior Finance Officer - Name of Applicant". All Candidate's Resume must be submitted on or before the 23rd Mar 2018.