

**Job Title: Finance, HR & Compliance Manager**

Healey International Relief Foundation (HIRF) is a non-profit organization dedicated to strengthening health systems in Sierra Leone. Our programs focus on helping marginalized communities, aiming to make a meaningful impact in Sierra Leone.

Position Overview:

The Finance, HR & Compliance Manager plays a key leadership role in ensuring the financial integrity, administrative efficiency, and regulatory compliance of the organization's operations in Sierra Leone. This position is responsible for managing all aspects of financial planning and reporting, human resource administration, and internal controls to ensure transparency, accountability, and alignment with both local laws and international donor requirements.

The Manager will support program success by providing high-quality, timely financial information; managing human capital policies and practices; and maintaining an organizational culture rooted in fairness, professionalism, and compliance. This role is ideal for a principled, detail-oriented professional with a strong grasp of nonprofit finance, HR systems, and risk management in a low-resource context.

Key Responsibilities:**Financial Management and Accounting**

- Lead the development of annual budgets in collaboration with the Country Manager, HIRF HQ Accounts Manager in New Jersey, Executive Director and program leads, ensuring alignment with strategic objectives and donor requirements.
- Oversee daily financial operations, including bookkeeping, reconciliations, accounts payable/receivable, bank transactions, and monthly closings.
- Maintain a robust internal control environment to prevent fraud, waste, and mismanagement.
- Ensure timely, accurate preparation of monthly, quarterly, and annual financial reports for headquarters, local stakeholders, and donors.
- Monitor cash flow, ensure sufficient liquidity, and manage financial forecasting across program sites.
- Coordinate the preparation for audits (internal and external) and serve as the primary point of contact for auditors.

Donor Compliance and Grants Oversight

- Ensure compliance with all donor regulations and organizational financial policies.
- Track grant budgets, expenditures, and reporting deadlines to ensure accountability and timely submissions.
- Work with program teams to support budget proposal development and the financial monitoring of grants and subgrants.
- Maintain documentation and audit trails for all donor-related transactions and contracts.

Human Resource Management

- Oversee national HR systems, including recruitment, onboarding, contracts, payroll, performance management, staff development, and termination.
- Ensure compliance with Sierra Leonean labor laws, HR best practices, and organizational values.
- Maintain up-to-date job descriptions, personnel files, HR policies, and staff handbooks.
- Facilitate staff capacity-building initiatives and promote a positive, inclusive, and professional workplace culture.
- Lead or support investigations of HR grievances or ethical complaints, ensuring fairness, confidentiality, and adherence to policy.

Administrative and Operational Oversight

- Oversee procurement, logistics, and asset management in line with organizational and donor requirements.
- Ensure all vendor contracts, MoUs, and agreements are properly vetted, documented, and compliant with internal policies.
- Support facilities and IT infrastructure management in collaboration with the operations team.

Legal and Regulatory Compliance

- Ensure compliance with all relevant local laws, including financial reporting to National Revenue Authority (NRA), NASSIT, Ministry of Labour, and Corporate Affairs Commission.
- Stay updated on changes in national laws or donor regulations and advise senior management accordingly.
- Oversee the timely submission of statutory filings, tax returns, and other required documentation to relevant authorities.

Required Qualifications and Experience:

- Bachelor's degree in Finance, Accounting, Business Administration, or Human Resources. Master's degree or professional certification (e.g., ACCA, CPA, CIPM) is preferred.
- Minimum 5 years of relevant experience in nonprofit financial and HR management, with at least 2 years in a leadership role.
- In-depth knowledge of Sierra Leone's labor laws, payroll systems, tax codes, and regulatory requirements.
- Experience working with international donors and grants, including compliance with US, EU, UN, or other funding streams.
- Proficiency in accounting software (QuickBooks, Sage, etc.) and Microsoft Excel.
- Demonstrated ability to lead and mentor a team in a cross-cultural environment.
- High degree of integrity, discretion, and professional ethics.

Core Competencies:

- Financial Acumen and Analytical Thinking
- Regulatory and Donor Compliance
- Personnel Management and Team Development
- Organizational Skills and Attention to Detail
- Effective Communication and Report Writing
- Risk Mitigation and Internal Controls

- Commitment to Equity, Ethics, and Mission-Driven Work

Location: Nationwide - Sierra Leone (Main Office is in Freetown with frequent travel to district partners/program sites)

Reports to: Executive Director

Supervises: HR/Admin Assistant(s), Procurement & Logistics Personnel

Type: Full-time

Application Instructions

Please submit a CV and cover letter outlining your qualifications and experience related to the position to management@healeyphilanthropic.org by May 14th, 2025. Only shortlisted candidates will be contacted for interviews.

HIRF is an equal opportunity employer and encourages applications from qualified individuals regardless of race, tribe, religion, gender, sexual orientation, or disability status.