

Job title:	Interim Senior Finance Manager
Reporting to:	CEO with Country Director for relevant functions
Works with:	UK-based Head Office Team; Finance Team; (& Operations Team; Programme teams.)
Location:	EducAid office, Lumley, Sierra Leone
Contract Type:	6-month contract with opportunity to extend. Full-time

Job Purpose

Experienced finance professional to manage and develop the finance team to support the delivery of EducAid’s internal and external activities in Sierra Leone. Overall responsibility for EducAid’s finance functions in Sierra Leone.

Key requirements/experience for the role:

- Qualified accountant (ACA/ACCA or equivalent).
- Minimum of 5 years’ experience in senior finance roles.
- Experience in programme management and charity / NGO accounting.
- Experience of working with Sage.
- Demonstrated ability to plan projects, timetable agreed activities and oversee finance staff duties.

Overview

EducAid is a UK-registered charity (1163161) and SL-registered NGO established in 1995 to restore and strengthen education in Sierra Leone. EducAid provides free, high-quality education to some of the most vulnerable and underprivileged children in Sierra Leone. It currently runs 5 school and trains teachers in more than 300 partner schools as part of our teacher training and school improvement programmes. EducAid works to increase the enrolment, retention and achievement of girls and young women at every level with its equality programmes. Our schools are the bedrock of everything we do, and success in values-based learning is paramount to the success of EducAid as a whole.



Reporting Channels

The role reports to the UK-based CEO and EducAid's Country Director for relevant functions.

Key Responsibility Areas

Day-to-day management of functions

- Supervision of the in-country finance team in the facilitation of day-to-day operations, including tracking financial data, invoicing, payroll, etc. Oversight of monthly accounts preparation and reconciliations.
- Work with the Team to establish systems and processes across the team including for receiving tasks, delegating and managing their timely and accurate completion.
- Prompt, efficient communication and intentional building of team and respectful relationships.

Budgeting and reporting

- Preparation of annual budgets, forecasts and programme budgets for submission to Head Office / potential funders.
- Preparation of monthly reports to Head Office comprising management accounts, analysis of budget versus actual, donor status reports and others as required.
- Provision of timely and accurate financial donor reports.
- Monitoring and control of expenditure to ensure it stays within agreed budgets.

Development of processes and control

- Overall responsibility for implementing and strengthening of financial controls across the organisation to protect EducAid's financial and non-financial assets.
- Overall management of cashflow in SL and primary contact with the banks.
- Keeping abreast of and ensuring compliance with relevant local statute, registrations, and ministry requirements.
- Overall responsibility for ensuring Finance and Procurement policies are embedded and adhered to across the organisation.

Development of team

- Mentoring and development of the in-country finance team to ensure adequate training, resilience, and clear succession planning. Initially the role may be more hands-on finance activities, but it is expected that this will become less as the team develop into their roles.
- Actively working to bring the EducAid gender equality and diversity policy to life within the team's work.

Competencies

Functional Competencies

- Qualified accountant (ACA/ACCA or equivalent).
- Minimum of 5 years' experience in a senior finance role is a prerequisite. Demonstrable exposure to the following: programme management and charity / NGO accounting.
- Strong preference for experience of working with Sage.
- Demonstrated ability to plan projects, timetable agreed activities and oversee finance staff duties.

- Computer literate. Knowledge of MS office suite essential, particularly Excel and Sage.
- Ability to draft correspondence, reports, strategy, etc.
- Demonstrated ability to restructure processes as required and develop a team for long term success.
- Fluent in written and spoken English. Knowledge of Krio is beneficial.

Personal Competencies

- Willingness to be proactive, assist in other areas of management, and to be a role model.
- Strong communicator (written and oral), able to communicate effectively with colleagues at all levels, external parties such as funders, trustees, banks, etc.
- Self-starter, able to drive the improvement agenda and work with minimum supervision and to a timetable.
- Well presented.
- Demonstrable integrity and ability to be open and honest in relationships with others.
- Commitment to EducAid's vision, mission, objectives, and values: Excellence, Equality, Citizenship, Leadership, Community Resilience and Safety.
- Commitment to developing additional skills in light of the charity's needs.

Details

- 22 days of leave per year
- Basic working hours of 40 hours per week although overtime may be required from time to time. Additional hours over the basic working week will be compensated with time off in lieu.

Applications

- Deadline: 30 September 2024
- The vacancy might close earlier should we have found the right candidate for the role.
- Please apply by sending your CV and cover letter to workwithus@educaid.org.uk

At EducAid Sierra Leone, we believe in equal opportunities and embrace diversity in our workforce. We encourage applications from qualified individuals regardless of age, gender, disability, race, religion, or sexual orientation. Join our dedicated team and contribute to transforming the lives of young people through quality education.

Note: Only shortlisted candidates will be contacted for further selection processes. We thank all applicants for their interest in joining EducAid Sierra Leone.