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**VACANCY ANNOUNCEMENT FOR THE POSITION OF FINANCIAL ACCOUNTANT**

**Date of Issue: 16th January, 2025**

1. The *Government of Sierra Leone* *has received* financing from the International Fund for Agricultural Development (IFAD), Adaption Fund (AF) and OPEC Fund for International Development (OFID) towards the cost of Agriculture Value Chain Development Project (AVDP). The Government, through the Ministry of Agriculture and Food Security intends to apply part of the financing for the recruitment of Financial Accountant.
2. The goal of AVDP is livelihoods and climate change resilience of rural farming households in Sierra Leone improved, while the project development objective (PDO) is to promote agriculture as a business for enhanced incomes and reduced rural poverty, among rural households. The AVDP is implemented nationwide over a six-year period. A value chain development approach will drive the implementation process, supported by the application of a robust targeting strategy to ensure the inclusion of the rural poor in both the implementation of project activities and the sharing of the benefits and priority attention to enhancing climate resilience among the project beneficiaries.
3. **Specific Duties & Responsibilities**

**Duties of Assignment /Tasks and Responsibilities**

Under the day-to-day supervision of the Financial Manager, the Project Accountant shall be responsible for the following.

* Assist the Financial Manager in the implementation of a sound financial management system.
* Ensuring the accuracy of the accounting entries in TOMPRO for the expenditures engaged locally
* Preparing the monthly budget forecast and all the relevant supporting documentation needed to submit the replenishment request for the Operational Account
* Preparing quarterly, half-yearly and annual consolidated statements of Programme accounts as an integral part of the Management Information System for submission to the Financial Manager;
* Preparing monthly bank reconciliations of all Bank accounts;
* Assisting the Financial Manager in the preparation of withdrawal applications;
* Supporting the Project Coordinator in all the tasks related to financial management at the level of the Project Office
* Archiving all supporting documentation linked to project expenditures and proceeding to the regular scan of all documentation to be sent in soft copy to the Projects Accounting Unit of MAF
* Preparing and submitting SOEs to the Financial Manager and following up to ensure that the Programme does not encounter liquidity challenges at the level of the project office;
* Monitoring financial returns from Implementing Partners, including periodic visits to their offices;
* Supporting the conduct of internal audit missions by the MAFS Internal Audit unit on the basis of the agreed Annual Work Plan and Budget;
* Maintaining all accounting records in an appropriate form;
* Providing assistance to the external auditors as required;
* Supporting in the smooth implementation of the annual external audit and bi-annual audit IFRs;
* Supporting IFAD and GoSLE supervision missions and ensuring the implementation of all recommendations stemming from these missions
* Preparing monthly reports that include Bank Reconciliation Statements, Summary of cash balances, Cash budget, Statement of Expenditure, Petty Cash Reconciliation, etc.
* Maintaining an asset register for all assets purchased by the Programme and preparing monthly reports on equipment.
* Ensuring that fixed assets are well accounted for and annual verification is done indicating the conditions of assets and their location appropriately.
* Ensuring that funds for the programme are used in accordance with the conditions of the loan agreement, with due attention to economy, efficiency and effectiveness.
* Ensuring the eligibility of project expenditures, and the quality of all supporting documentation.
* Undertake any other duties that shall be assigned by the Financial Manager to ensure smooth and effective implementation of the Programme.
* .Maintenance of a well-organised and up-to-date filing system for accounting and financial records.
* Perform a physical inventory of Programme assets each year.

1. **Minimum Qualification/Requirements**

* A degree in accounting and Finance with at least seven (7) years professional experience including 5 years as development projects or Programme Finance officer.
* Qualification in ACCA, a postgraduate degree in Financial Management and experience in managing project funds could be an added advantage.

## **Essentials**

## Strong computer skills especially in Microsoft office application software and use of computerized accounting systems, in particular, GIFMIS, with current user rights.

## A recognized degree in accounting or in a related field and pursuing a professional accounting qualification (part Qualified);

## Experience in setting up and maintaining a computerized accounting system;

## At least 5 years of practical working experience in financial management and accounting of development partner funded projects;

## Practical working experience with Government of Sierra Leone, IFAD-financed projects or development partner-funded projects, and auditing experience;

## Fluency in written and oral English is desirable

## Advance degree in finance, accounting or a related field;

## Committed to meeting deadlines, and willingness to work extra hours and sometimes on weekends as and when required;

## Experience in interpreting financial management reports, analyzing variations to plans and determining remedial actions required;

## Excellent technical and conceptual knowledge about financial management and grasp of financial principles and practices;

## Strong computer skills especially in Microsoft office application software and use of computerized accounting systems, such as TOMPRO would constitute added advantage;

## Report writing and presentation skills;

## Confidence and good working relationships with finance and non-finance colleagues within Programme and implementing partners

## Proficient use of Microsoft Excel and Accounting Software

1. **Competencies and attributes**

* Capacity to work under pressure with group made of multi sector high level technical staff. Adequate computer literacy is strongly required for the position.
* Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
* Ability to operate within a fast moving environment and react appropriately to change;
* Excellent organizational skills, strong attention to detail, high regard for accuracy and top quality work;
* Excellent drafting, communication and reporting skills, and the ability to present information in clear and concise manner;
* ICT skills commensurate with the scope of the post.
* Very good interpersonal skills to interact within multicultural environment.

# TIMING AND OUTPUTS

The Project Financial Accountant will be offered a one-year contract renewable subject to satisfactory performance.

1. **Submission of Application:**

Applications including Cover Letter, Curriculum Vitae and Certificates must be delivered by e-mail to the following address on or before 7th February, 2025 at 5:00 pm. Please ensure that the subject of the email bears the description: “**Application for the Position of Financial Accountant**”. Only shortlisted applicants will be contacted

The Project Manager

Agriculture Value Chain Development Project

[info@avdp.org.sl](mailto:info@avdp.org.sl)

**Women are strongly encouraged to apply.**