

Job Title: Senior Finance and Compliance Officer

Location: Freetown, Sierra Leone

Reports to: Executive Director

Contract Type: Full-time, fixed term for one year with a possibility of extension

Engage Salone is hiring a Senior Finance and Compliance Officer to oversee financial management, internal controls for the organization and its projects and donor compliance. This role ensures accountability, transparency, and efficiency in financial operations while supporting programme delivery.

Key Responsibilities

Financial Management

- Manage day-to-day financial operations including bookkeeping, reconciliations, payments, and payroll.
- Prepare and monitor budgets, cashflows, and project forecasts.
- Produce timely monthly and quarterly financial reports for management and donors.
- Ensure accuracy of financial data and maintenance of complete audit-ready records.

Compliance & Internal Controls

- Ensure adherence to donor regulations, national laws, and organizational policies.
- Establish and monitor strong internal control systems across all financial transactions.
- Support procurement processes in line with compliance requirements.
- Prepare and facilitate internal and external audits.

Support to Programmes

- Work closely with project managers and production teams to align budgets with workplans and ensure effective cost management.
- Provide financial analysis to guide decision-making.
- Support staff capacity-building on financial compliance and donor rules.

Administration & Supervision

- Supervise other members of the finance team and or other administrative staff.
- Oversee bank relations and financial service providers.
- Maintain up-to-date knowledge of financial regulations and donor requirements.

Qualifications & Experience

- A University degree in Accounting, Finance, Business Administration, or related field.
- Minimum of 2-3 years' experience in finance and compliance with an established local or international outfit.
- Demonstrated experience with donor compliance.
- Strong skills in financial systems, reporting, and audits.
- Proficiency in accounting software and MS Excel.

Personal Attributes

- High integrity and commitment to accountability.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and organizational ability.
- Ability to work under pressure and manage competing priorities.
- Strong communication and teamwork skills.

How to apply

Please send your application containing an up-to-date CV, tailored to this role and a cover letter to info@engagesalone.org.

NOTE: This position is subject to funding, and successful candidates will be contacted as soon as funding is secured.