



INTERNAL/EXTERNAL

VACANCY ANNOUNCEMENT

Jhpiego is an international, non-profit health organization affiliated with [The Johns Hopkins University](#). For 40 years and in over 155 countries, Jhpiego has worked to prevent the needless deaths of women and their families.

Jhpiego Corporation has been providing technical support to the Ministries of Health in partner countries across the globe for the past 40 years in a variety of technical areas including cervical cancer treatment and prevention, community health, HIV and AIDS, maternal and newborn health, health workforce capacity development (both pre-service and in-service), family planning, malaria, and IPC/WASH.

Position: Senior Finance Officer (1 Position)

Reports To: Finance and Operations Director

Job Location: Freetown, Sierra Leone

Duration: 12 Months

Duties and Responsibilities:

- Provide guidance to the program teams regarding the financial requirements of the projects and office operations.
- Implements and oversees a detailed financial reporting and reimbursement process in accordance with Jhpiego's established financial system.
- Prepares the monthly financial report by using adapted finance software (QuickBooks) and ensures accuracy and timeliness
- Uses various software applications such as spreadsheets, relational databases, statistical packages, and graphic packages to assemble, analyze, and format data and/or reports
- Ensures financial management systems provide accurate, current, and complete disclosure of financial transactions
- Support the Finance Manager in the financial reporting process to donors
- Ensure that required financial controls and cost-performance monitoring mechanisms are in place and adhered to: prevents over or under-expenditure of budgets, ensures proper safeguards of funds, and ensures compliance with established USG and Jhpiego's global financial, accounting, and administrative procedures.

- Regularly review accounting transactions to ensure costs are allowable and reasonable Regularly review QBE: review of balance sheet, aging analysis, detailed GL, expenditure by ION, advance balance
- Performs other projects related activities as assigned by the supervisor or by Jhpiego management
- Thorough understanding of the monthly reporting circle
- Monthly reconciliation of the receivables and payables
- Demonstrated experience of at least 2 years' experience in staff supervision
- Advanced knowledge of QBE is required
- A certification in QBE is a plus

Required Qualifications, Knowledge, Skills, and Abilities:

- Degree in Accounting, Finance or its recognized equivalent
- An MBA in Accounting or at level 2 of a professional qualification (CPA, ACCA or recognized equivalent) is **highly desired**.
- 5+ years relevant experience in finance and accounting.
- Knowledge of institutional donors (e.g. USAID) regulations, procedures and requirements a plus.
- Be of high integrity and have a sense of confidentiality
- Be willing to take on extra responsibilities, sometimes working overtime, in order to achieve the goals/objectives set by the organization

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to: SL-Recruitment@jhpiego.org. Clearly state in the subject area the position you are applying for, if not clearly stated your application will not be considered.

Deadline for the submission of applications: **September 27th, 2023.**

Please note that due to the sheer volume of applications often received, only shortlisted candidates will receive responses.

Jhpiego is an Affirmative Action/Equal Opportunity Employer