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## Job Advert

### BACKGROUND

Develop Salone (DESAL) is a National Non-Governmental Organization (NNGO) established since February, 2009. DESAL is implementing Livelihoods, Environment, WASH and Education activities for communities in Bombali, Karene Port loko, Tonkolili, kambia and Western Rural Districts. DESAL focuses on the sectors with the belief that no one should have to live in poverty and that all people should have the opportunity to pursue their own sustainable development. DESAL contributes to these sectors by strengthening the capacity of targeted partners and communities at the field level to realize increased skill sets and sustainable performance; reduce poverty levels and expand employment; and improve food security while paying special attention to gender equity, social inclusion of marginalized groups and stakeholder accountability. DESAL activities focus mainly on Sustainable Nutrition for All (SN4A) with an emphasis on food security and Nutrition Sensitive Value Chains.

**POSITION: Finance Officer**

- **Duration of Employment:** One (1) Year
- **Duty Station:** Makeni
- **Number of posts:** 1 (one)

**JOB PURPOSE**

To processing payments, updating financial records, and managing invoices. He/she must have strong knowledge of bookkeeping and accounting principles, good organizational skills, and working knowledge of accounting software packages including **Quick Books applications**. Also have integrity, excellent mathematical skills, and an understanding of data privacy standards.

**SPECIFIC ROLES AND RESPONSIBILITIES:**

**Finance Officer Responsibilities**

- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Processing and preparing financial statements.
- Overseeing client accounts.
- Creating, sending, and following up on invoices.
- Collecting and reviewing data for reports.
- Reviewing and performing audits on financial statements and reports.
- Reporting and Reconcile any discrepancies or errors identified by conversing with employees and/or clients.
- Collect information for and prepare payroll payments for employees
- Perform routine calculations to produce analyses and reports as requested by the finance Officer.

- Help oversee and manage individual accounts
- Create, send, and follow up on invoices
- Review and adhere to department budgets
- Collect and enter data for various financial spreadsheets
- Review and audit financial statements and reports, ensure all calculations and data entries are correct
- Report any troubling discoveries or suspicion of wrongdoing to the proper authorities
- Creating financial reports on a regular basis
- Adhere to the company's or organization's financial policies and procedures
- Answers question and provide assistance to stakeholders, customers, and clients as needed
- Attend finance department and DESAL's meetings, sometimes assisting with financial reporting to managers and senior executives
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.
  
- Suggesting improvements on accuracy, efficiency, and reducing costs.
- Any other responsibility that may be assigned to him/her from time to time

#### **REQUIRED QUALIFICATION AND EXPERIENCE.**

**Education:** - University degree in accounting and finance and or any related field of study, from a recognized institution.

#### ***Experience Required:***

- Excellent knowledge of Computer skills particularly with MS Excel and accounting software including Quick Books application.
- Strong knowledge of bookkeeping.
- Good organizational skills.
- Strong analytical skills.

- Excellent time management skills.
- Solid communication skills both written and verbal
- Familiarity with business principles and practices
- Planning skills
- Problem-solving skills

**Competencies:**

- ✓ Ability to work with and manage partners.
  - ✓ Ability to work in a team and good interpersonal skills
  - ✓ Ability to deal with people with tact and diplomacy.
  - ✓ Non-discrimination for all partners and project beneficiaries.
  - ✓ Ability to build on relevant knowledge within and outside DESAL as well as actively share her/his experience and expertise with colleagues and partners.
  - ✓ Ability to work independently with minimum supervision.
  - ✓ Ability to work under pressure and meet deadlines.
  - ✓ Ability to work in diversified environments.
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- ❖ At least 3 years working experience in finance and/or administrative sector.
  - ❖ Excellent communication skills, training skills and writing skills
  - ❖ Leadership skills, personnel and team management including mediation and conflict resolution
  - ❖ Experience in Microsoft Office Package (Word, Excel, PowerPoint, etc)
  - ❖ Experience in navigating, posting transactions and reporting on QUICK-BOOKS and any other strong financial management systems/packages.

## **HOW TO APPLY:**

### **Interested persons should apply with:**

- An application letter clearly justifying how you meet the selection criteria.
- Recent Curriculum Vitae including names and full contact addresses of three referees, one of whom must be your current or most recent employer.
- All applications should be addressed to the Admin Manager Develop Salone (DESAL).

Hard copies of the detailed Job Descriptions are available at the **Head Office: 6 Sesay Drive Robombeh, Freetown Highway, Makeni.**

Both hard and soft copy of applications should be sent to the above address and email to: [Director.developsalone@gmail.com](mailto:Director.developsalone@gmail.com). / [ahmedkhabin2512@gmail.com](mailto:ahmedkhabin2512@gmail.com)

**Qualify women and People living with disabilities are strongly encouraged to apply.**

**DESAL safeguarding policy purpose is to ensure those working for the organization must treat people with respect, to actively prevent all forms of abuse, exploitation, harassment, (including all forms of sexual misconduct and human trafficking).**

**Closing date for all applications will be on/before close of business hours on the 23<sup>rd</sup> March, 2026 by 4:00pm. Only shortlisted candidates will be contacted for interviews.**

**GOOD LUCK**

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