



OFFICE OF THE CLERK OF PARLIAMENT
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE
PARLIAMENT BUILDING
OAU DRIVE, TOWER HILL
FREETOWN
E-mail: apply@parliament.gov.sl



POSITION TITLE: DEPUTY DIRECTOR OF FINANCE

Job Grade: 11
MDA: Parliament of Sierra Leone
Location: Parliament Building, Tower Hill, Freetown
Reports to: Director, Department of Finance
Directly Supervises: Finance Officer – Budget Preparation & Performance
Finance Officer – Accountability, Policy & Reporting
Stores Clerk – Stores Operations

JOB PURPOSE

The work of the Deputy Director of Finance includes, but not limited to the provision of cost effective, efficient financial procedures, timely financial reporting, and equitable and ethical stores management services to ensure value-for-money (VFM) result.

MAIN FUNCTIONS

- ⇒ Providing leadership in the management of the Department of Finance;
- ⇒ Effectively planning for and ensuring control of Parliament Finances;
- ⇒ Compiling departmental budget and coordinating the preparation of the Parliamentary Service Commission Budget in line with the requirements of the Laws of Sierra Leone;
- ⇒ Preparing monthly (bank reconciliation, fuel reconciliation, budget performance reports, etc.), quarterly (TOGAS) and annual reports;
- ⇒ Ensuring timely preparation and update of financial policies that guide the financial processes and procedures;
- ⇒ Managing annual budgets of the Parliamentary Service Commission and ensuring compliance with accounting and financial regulations;
- ⇒ Ensuring the realisation of VFM in the Procurement of Goods, Services and Works, in accordance with the relevant procurement regulations;
- ⇒ Perform any other financial management duties within the scope and intent of the job as may be assigned from time to time.

JOB SPECIFICATION/REQUIREMENTS

- ⇒ Educational/Professional Qualification
Advanced Degree in Accounting and Finance and related field of study from a recognised university, but candidates with professional qualifications such as ACCA, CFA, CIPFA, and CIMA would be highly considered.



OFFICE OF THE CLERK OF PARLIAMENT
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE
PARLIAMENT BUILDING
OAU DRIVE, TOWER HILL
FREETOWN
E-mail: apply@parliament.gov.sl



⇒ Experience

Candidate should have at least ten (10) years of work experience in Accounting, of which a minimum of five (5) should have served as head of finance in any MDA.

⇒ Others

Proficient in MS office applications

COMPETENCIES

- ⇒ Knowledge in laws, regulations and rules relating to Public Financial Management and related;
- ⇒ Must be dynamic and be able to work under pressure;
- ⇒ Knowledge and experience in modern Public financial Management best practices, including knowledge on Accounting Packages – QuickBooks, Sun System, and related;
- ⇒ Excellent in communication and interpersonal skills;
- ⇒ Ability to coach and supervise others.

KEY DELIVERABLES

- ⇒ Accurate and timely preparation of annual budget for Parliament, budget performance reports, monthly, quarterly and annual financial reports;
- ⇒ Sound financial management – financial control and financial planning;
- ⇒ Policy formulation and matters related to accountability, audit & compliance.