



OFFICE OF THE CLERK OF PARLIAMENT  
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE  
PARLIAMENT BUILDING  
O&U DRIVE, TOWER HILL  
FREETOWN  
E-mail: [apply@parliament.gov.sl](mailto:apply@parliament.gov.sl)



Position Title: Finance Analyst (1)  
Job Grade: 09  
Institution: Parliament  
Location: Parliament Building, Tower Hill, Freetown  
Reports to: Director of Finance  
Supervises: (No supervisory role)

### JOB DESCRIPTION

The Parliament of Sierra Leone requires one Finance Analyst for the PBO to conduct budget analysis, produce high quality research and studies to provide information on economic and financial interests, support the legislative process through the costing of legislative proposals initiated by the Executive and analysis of audit reports submitted to Parliament.

### DUTIES AND RESPONSIBILITIES

- i. Collect, compile and analyse budgetary information to inform Parliament on patterns, trends and issues relating to the national budget process.
- ii. Prepare cost estimates of various legislative proposals and government policies and programmes which have financial implications on the budget and the economy.
- iii. Assist in drafting legal instruments which touch on Public Finance, and work with Committee Clerks in writing reports on matters relating to public finance, the budget process and the economy.
- iv. Work on proposals which will enhance the efficient management of the country's finances to support legislative activities including budget discussions, parliamentary audit, and introduction of new bills.
- v. Analyse audit reports submitted to Parliament by the Auditor General (AG) and make valuable inputs into the work of the Public Accounts Committee (PAC) and provide background research and support during Ministries, Departments and Agencies (MDA) hearings in Parliament.



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- vi. Analyze the financial statements of State Owned Enterprises (SOEs) to inform Parliament on salient issues affecting the running of these institutions especially with respect to their financial viability, efficiency and legal provisions.
- vii. Support the PBO in carrying out budget analysis for various sectors of the economy and clusters within the PRSP IV, to aid Parliament's policy and decision-making process.

#### KNOWLEDGE AND FUNCTIONAL COMPETENCIES

- Knowledge of accounting, financial or quantitative analysis approaches.
- Ability to conduct revenue and expenditure analysis, research, budget preparation and analysis, conduct audits, and produce high quality briefs and reports.
- Knowledge of activity-based budgeting, public financial management issues, the national budget making process, public sector accounting, audit and compliance.
- Flair for parliamentary practices and procedures, and an understanding of regulations, economic related Acts, and the relevant provisions of the Constitution of Sierra Leone.
- Teamwork, professionalism, adaptability and ability to be multi-task.

#### EDUCATION AND EXPERIENCE

- Successful applicants must possess a Master's degree in accounting, finance, or in a similar field from a recognized university. Candidates who are at advanced stages in achieving professional qualifications such as ACCA, CIPFA, and CIMA would be highly considered.
- Four years progressive experience at the national level in providing policy related support on the national budget, public finance and taxation issues, audit and public sector accounting. Additional experience would be an added advantage.