



National Electoral Commission (NEC)

OAU Drive, Tower Hill, Freetown



VACANCY ADVERTISEMENT

The National Electoral Commission (NEC) has administrative independence and aims to achieve high levels of effectiveness, accountability, neutrality and efficiency necessary to ensure autonomy as mandated by law. In light of this, the Commission therefore advertises Vacancy for the post of **DIRECTOR OF FINANCE**

DUTIES

1. Develop and implement effective systems for monitoring and enforcement of compliance with departmental allocations;
2. Supervises the Financial Activities of the NEC, including budgetary needs of all Departments/District Offices; ensuring that all Financial Transactions are accurately recorded so as to permit total accountability in accordance with the generally accepted accounting principles and standards.
3. Signs cheques on behalf of the Commission after checking and confirming the accuracy and entitlement of payment.
4. Should develop cash flow system to ensure adequate cash availability at all times, and all cash transactions are fairly and properly presented in the Commission's Financial Statement.
5. Monitor expenditures made by International Partners on behalf of the Commission and ensure accurate recording of these payments
6. Supervise arrangements for the preparation of Annual Work Plan and Budget Estimates for all Departments and submit proposals for the consideration of Budget Committee; ensuring that budgets are prepared on a three year rolling basis with procedures put in place to involve all key staff in the process.

7. Ensure standardized Financial Reporting Formats, Systems and Procedures for all Departments and that appropriate management reports are prepared which adequately analyse both Planned and Actual Financial Performance, and that the Commission is updated accordingly.
8. Liaise with External Stakeholders to reduce the risks of late disbursement of funds from GOSL;
9. Liaise with Internal Stakeholders to reduce the risk of late payments to field /ad hoc staff by NEC;
10. Develop and implement effective systems for the annual review and update of financial management policies and procedures;
11. Identify and implement a cost-effective Financial Accounting Software;
12. Develop and sustain an effective dialogue with GOSL to ensure adequate funds for core infrastructures and procurement.
13. Manage the Performance Management processes of the department;
14. Perform miscellaneous job-related duties assigned by the appropriate authority.

Prerequisite Qualification & Relevant Experience:

- (a) **Master Degree in Accounting/Finance or recognised professional qualification in Accountancy such as the ACCA or CIMA;**
- (b) **First Degree in Accounting/Finance and must have completed ACCA Part 2.**
- (c) **Must have a proven management experience of at least 6 years in a similar capacity. Emphasis will be placed on proven practical experience. Sound Computer knowledge required and especially of various accounting software packages.**

Competencies

Ability to maintain good relations and to effectively negotiate with external stakeholders and especially government MDAs and development partners. Good oral and written communication skills.

Women and Persons With Disabilities are strongly encouraged to apply.

Closing Date:

Closing date for receipt of Applications is **31st May 2019**

Applications should be addressed to:

The Director of Human Resource, Gender and Disability,

National Electoral Commission

OAU Drive, Tower Hill, Freetown

PLEASE NOTE:

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.