



Job Vacancy

Title	Partner Finance Officer – UPHR Port-Loko;
Institution	United for the Protection of Human Rights on behalf of Land for Life SLE
Sector Programme	Land and Natural Resource Governance and Rights
Project/Initiative	Land for Life - Policy for Food Security, Phase III
Duration	Upon successful completion of a 3 month probation, till 30 th October, 2026
Direct Supervisor	Land for Life District Director, Port-Loko
Duty Station	Port-Loko city
Apply to	The District Director; Land for Life – Port-Loko C/o UPHR Office; Kamba Highway Port-Loko City
Also send applications via emails to	info@landforlife.org.sl
Deadline	24 th September, 2024

1. Summary Information

- Land for Life - Sierra Leone is seeking a suitably qualified Sierra Leonean to fill the position of **Partner Finance Officer – UPHR, Port-Loko**
- Interested applicants must own a Higher National Diploma or its equivalence in Accounting, Economics or a related field of studies from a legal learning institution that is recognised;
- A minimum of 3 year experience in similar capacity (especially in an NGO field), is required.
- The duty station is **Port-Loko District**;
- The deadline for receipt of application is close of business on the **24th September, 2024**.

2. About Land for Life

Land for Life' is a multi-country programme in four African countries (Burkina Faso, Ethiopia, Liberia and Sierra Leone). The main funders are the German Ministry for Economic Cooperation and Development (BMZ) through the German NGO, Welthungerhilfe (WHH). The Civil Society Academy (CSA), the Collective Leadership Institute (CLI) and the GIZ Partnership 2030 initiative (through FAO) are providing technical backstopping support.

In Sierra Leone, Land for Life is registered network of four civil society organisation- *Network Movement for Justice and Development (NMJD) in Kenema, the United for the Protection of Human Rights (UPHR) in Port-Loko, Partners Initiative for Conflict Transformation (PICOT) in Pujehun and Forum for Human Rights (FoHRD) and Developments in Tonkolili district.*

Land for Life's overall aim is to contribute to strengthening the good governance of land and its natural resources through a participatory decision-making approach towards poverty reduction, for the attainment of national food security and for the continuous existence of life on Earth. It is for its commitment to dialogue for change that Land for Life is identified as a facilitator of a multi-actor process in the four-implementation countries.

1. Responsibilities of the Partner Finance Officer (PFO)

The PFO is precisely responsible for the control and management of financial resources disbursed by Land for Life to the partner organisation, UPHR.

The duty-holder shall perform the following specific functions:

a. Documentation

- Prepares payment vouchers and cheques for payments;
- Collect invoices, receipts and vouchers for all financial transactions;
- Posts all vouchers, receipts and other records of financial transactions on a daily basis in the organisation's local cashbook or such financial management software that is provided by the LfL Secretariat;
- Prepare monthly payrolls for payment of salaries and other remunerations **where** applicable,
- Develop, maintain, and update fixed assets register of the Partner Organisation on behalf of LfL and other projects;
- Maintain proper filing systems and maintain all necessary financial records in both electronic and hard copies by project to reflect individual project income and expenditure.
- Make available original copies of all vouchers, receipts, invoices, and other supporting documents to the LfL secretariat Finance Department while keeping a carbon copy of each transaction at the partner office for future reference;
- Maintain a cash book and prepare monthly bank reconciliation statements for all the projects, and submit alongside with the cashbook to verification and adoption by the LfL Finance Department.
- With support from the District Director and LfL Secretariat, prepare monthly timesheet for contract staff and other personnel. This determine the number of days a staff present for work and another staff should not serve proxy.
- Ensures that all statutory deduction and other requirements are fully complied with.

b. Accounts payables:

- Timely preparation of statutory deduction and payments (Withholding tax, NASSIT contributions, NRA payments etc); These payments should be done on or before 15 of the following the month of payment.
- Maintain a schedule of recurrent expenditure (bills, fuel for motor bikes WHT, PAYE, NaSSIT etc.) for the partner organisation (UPHR)
- Receive all financial related documents from the LfL Secretariat on behalf of UPHR and so file returns of all financial documents on time;

c. Support to LfL Secretariat and partner Finance Officers

- Work closely with the District Director in developing projects proposals and budgets for the partner organisation;
- Participate in all virtual meetings and in-person organised by the LfL Secretariat or locally by the LfL partner organisation;
- Be able to identify possible risks and threats relating to financial accountability and recommend for immediate actions;
- Assess and review the financial documentation and vouchers presented by the District Facilitator or other programme staff and make sure they are complete, accurately accounted and of the quality appreciable by the LfL Secretariat and other donor compliance team;

d. *Administration and Reporting:*

- Handle other financial transactions as and when assigned by the District Director or directly by the LfL Finance Officer;
- Serves as the technical expert for budget control and advise the District Director accordingly on decisions relating to financial expenses and records;
- Make sure that cash made available to the DF and other staff is properly accounted for and on time;
- All financial reports should reach the LfL finance Department on or before the 5th of every month following the month of reporting.

3. Desired Qualifications and other specifications

Applicants should possess the following qualification and experience:

- Holds a Higher National Diploma in Finance and Accounting or its equivalence from a recognised university in Sierra Leone ;
- In addition to the academic qualification and experiences of an applicant, ***proficiency in the use of computer with particular emphasis on excel spread sheet, is a key requirement;***
- Applicant must have held a similar position in a development sector and holds a minimum of 3 years' experience;
- Skilled in the use of the QuickBooks or any other donor accounting software could be an added advantage;
- Must be skilled in project budgeting and prudent financial reporting;
- Interpersonal and effective communication skills including influencing, negotiation and coaching, are desired;
- Cultural awareness and ability to work in rural communities and with people from diverse backgrounds and cultures.
- Ability and willingness to work in teams and to adapt to prevailing circumstances/environments (Flexibility).
- Fluency in English, both (verbal and written) and local languages could be an advantage.
- Proven record of credibility and responsible behaviour and commitment to the organisation's core values.

4. Contract period

- Upon successful completion of a 3 months probationary period, successful applicant will be placed on an initial 1 year contract with a strong possibility for extension to 31st October, 2026.

5. How to apply

- i. Please direct your applications to:

The District Director;
Land for Life – Port-Loko
C/O United for the Protection of Human Rights (UPHR)
Kambia Road – Port-Loko City

- ii. Please drop physical copies of your application at the UPHR Office in Port-Loko
- iii. Applicants are further advised to send electronic copy of their application and supporting documents to info@landforlife.org.sl

Women are strongly encouraged to apply

For more information, visit www.landforlife.org.ls