



**GOVERNMENT OF SIERRA LEONE
Ministry of Finance**

VACANCY ANNOUNCEMENT

The Ministry of Finance hereby invites applications from suitably qualified Sierra Leoneans to fill the position of Team Lead, Project Fiduciary Management Unit

A. JOB DATA

1. JOB TITLE: Team Lead, PFMU
2. JOB GRADE: 12
3. MDA: Project Fiduciary Management(PFMU) Ministry of Finance
4. LOCATION: Freetown
5. AGE: Not below 35 years
6. REPORTS TO: Financial Secretary
7. SUPERVISES: The PFMU

B. JOB PURPOSE

Head of the PFMU and general overseer of the management and operations of the Unit. The functions of the Team Lead, PFMU are governed by the Public Financial Management Act, 2016 and Fiduciary Guidelines of various Development Partners.

C. MAIN DUTIES/TASKS

The Team Lead (PFMU) shall be the Chief Project Accounting Officer of the Government responsible for the keeping, managing and reporting the utilization of

project funds as required by law or donors' funding terms prescribed by donors. As Chief Project Accounting Officer of the Government, he or she shall:

- (i) be the Chief Adviser to the Financial Secretary and the Minister of Finance on project accounting, audit and procurement related matters;
- (ii) approve all accounting instructions related to projects within the portfolio of the PFMU;
- (iii) promote the development of efficient accounting and procurement systems in all projects within the portfolio of the PFMU;
- (iv) establish on behalf of the Ministry of Finance and the Government such accounts with the Bank of Sierra Leone and Commercial banks, as he/she deems necessary for the receipt and management of project funds;
- (v) seek authorization for the opening of bank accounts on behalf of the PFMU and projects;
- (vi) ensure that the rules and regulations affecting Public Sector Accounting and specific terms of the project agreements are adhered to at all times;
- (vii) supervise and control the staff within the PFMU and all projects under the PFMU;
- (viii) receives and reviews the annual financial statements and such other statements of accounts as required under the rules/regulations noted above;
- (ix) supervise the preparation of financial and managements reports;
- (x) supervise project implementation and ensure same are regularly monitored;
- (xi) supervise the procurement processes of the PFMU and the project offices;
- (xii) carry out any other duties that may be assigned by the Financial Secretary or the Minister of Finance.

D. JOB SPECIFICATION/QUALIFICATIONS

a. By Direct Entry

The candidate must possess the following qualifications:

- (i) a professional accounting qualification preferably FCCA/ACCA/CPA or MBA/MSC in Project Management/Administration or a post graduate degree in Accounting or Economics from a reputable Educational institution;
- (ii) at least fifteen (15) years post-qualification relevant working experience in the private or public sector in a reputable organization including 5 to 10 years experience in working on donor-funded projects;
- (iii) must be computer literate and be able to demonstrate knowledge of financial management and project management;
- (iv) must have good communication and interpersonal skills;
- (v) must demonstrate management ability and have experience in Public Sector Financial and Human Resource Management.

b. By Promotion

From a post within the Ministry subject to the possession of the relevant qualification and working experience prescribed for the post.

E. COMPETENCIES

a. Technical

- (i) competent and professional accountant or financial economist;
- (ii) au fait with public sector accounting procedures and procurement procedures;
- (iii) experience or training on project management principles;
- (iv) relevant knowledge or experience of financial reporting tools and packages;
- (v) conversant with audit procedures and investigations and the expectations of auditors

(vi) Reasonable computing skills.

b. Managerial

- (i) able leader with visionary capabilities;
- (ii) capable of planning changes and events and seeing them through;
- (iii) proven track record in managing organizations going through rapid change and adapting to changes in the external environment;
- (iv) natural ability to manage unexpected events.

c. Personality

- (i) excellent interpersonal skills;
- (ii) capable communicator with specific ability to explain/interpret financial information;
- (iii) organized and confident person with ability to work under pressure.

F. KEY DELIVERABLES

- (i) preparation of Consolidated Financial Reports of all projects accounts by March annually;
- (ii) supervise the preparation of implementation for all the projects in the unit's portfolio including the results/findings of the project monitoring activities;

- (iii) supervise the preparation of procurement reports and documenting the issues to facilitate management decisions;
- (iv) efficient processing of all project disbursement requests (as and when);
- (v) motivate, train, develop and deploy accounting staff to all project units (continues);
- (vi) ensure financial records are prepared, maintained and stored in a manner required by law and regulation for all projects;
- (vii) maintain and oversee funding sources, and ensuring that they are reconciled regularly;
- (viii) improve upon the standard of accounting in projects within the PFMU.

Interested Candidates should send their Applications and Resume with a minimum of three Referees, one of which should be your most recent/past employer and addressed to:

**The Financial Secretary
Ministry of Finance
Treasury Building
George Street
Freetown**

By e-mail, please send to: **tlpfmu_applications@mof.gov.sl**

The deadline for the receipt of Applications is **Friday 8th December, 2023 at 12 noon GMT**