



## Job description

**Job title:** Finance and Support Services Officer

**Job location:** Guinea

**Reports to:** FSSM

**Department:** Finance & Performance

## Job purpose

Sightsavers is an international non-governmental organisation that works with partners in developing countries to treat and prevent avoidable blindness, neglected tropical diseases and promote equality for people with disabilities. It is based in Haywards Heath in the United Kingdom.

With the support of the Bill & Melinda Gates Foundation, the Children's Investment Fund Foundation (CIFF), the ELMA Foundation (United Kingdom) and Virgin Unite, Sightsavers supports Guinea in an Accelerated Trachoma Elimination Program. The objective of this new program is to fill some existing gaps and to help at least ten countries, including Guinea, to eradicate trachoma and to stimulate eradication efforts in several other countries over the next five years.

The FSSO will be in charge of assisting the Finance & Support Service Manager and programmes team in the financial and administrative management and the follow up of projects in compliance with donors and Sightsavers rules and procedures.

FSSM in the Country Office with responsibilities for a number of specified areas.

## Principal accountabilities:

### 1. **Financial Management: 40%**

- Support financial control and managing risk
- Ensure the conformity to the organisational **Financial Framework** with specific respect to implementation of:
  - Financial Management & Controls
  - Financial Planning and Budgeting
  - Financial Monitoring & Audits
  - Monitor and retain financial record
- Ensure compliance to local regulations and governance requirements

### 2. **Administration and Support Services 20%**

- Manage logistics, supplies and purchases as per procurement policy and procedures
- Ensure IT Equipment and connectivity for office functionaries in line with ICT policies

### 3. **Project and Programme Management: 30%**

- Support, administer and strengthen financial management, accountability and capacities of partners in accordance with Sightsavers Partnership Development

#### Policy

- Support collaboration between finance and programme teams for joint review of project/programme reports, planning and analysis
- Support and provide grant management support (Restricted and unrestricted funding)
- Support proper financial monitoring of projects including audit of funds provided

#### 4. Human Resource Management 10%

- Implement HR policies and procedures like payroll and trainings etc
- Ensure compliance with statutory regulations

#### **Jobholder entry requirements - *the essential knowledge, skills and behaviours required***

##### **Knowledge (Education & Related Experience):**

- Relevant professional accounting qualification or /bachelor's degree in Finance/Accounting A masters degree is desirable
  - Extensive working experience, ideally in an INGO environment but experience of audit and government organization would also be advantageous
- Experience of financial management, programme & project management and administration

##### **Skills (Special Training or Competence):**

- Project Financial management and data analysis skills
- Ability to represent Sightsavers with key external stakeholders
- Excellent communication skills (both oral & written)
- Ability to work with minimum supervision
- IT skill – Excel, MS Word, an accounting package and Emailing
- Ability to understand and work with project budgets, forecasts and reports.

##### **Core behaviours:**

- Change and Improvement
- Communicating and Influencing
- Decision Making
- Team Working
- Planning and Organising
- Delivery and Implementation
- Plus, we would expect the following:
  - Interpersonal and intercultural sensitivity
  - High degree of integrity
  - Active listener

##### **Key relationships**

###### **Internal**

- Country Director

- Programme Team
- Regional Finance & Support Services Manager
- Regional Director
- Finance & Performance Team
- Various staff based in all departments at Haywards Heath, UK
  
- **External**
- Partners
- Consultants
- Service Providers
- Government agencies
- Financial Institutions,
- External Auditors
- INGO and NGOs working within country

### **Financial data**

Date as of: