

## Job description

**Job title:** Finance and Support Services Officer (FSSO)

**Job location:** Guinea Bissau

**Reports to:** Finance and Support Services Manager

**Department:** Finance & Performance

**Location:** Guinea Bissau

## Job purpose

Working under the supervision of the Finance and Support Services Manager in Sightsavers Guinea Bissau Country Office, the Finance and Support Services Officer will carry out the following responsibilities:

## Principal accountabilities:

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

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

### 2. **Administration and Support Services 10%**

- Manage logistics, supplies and purchases as per procurement policy and procedures
- Ensure IT equipment and connectivity for Country Office staff in line with Sightsavers ICT policies.

### 3. **Project and Programme Management: 40%**

- 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 for all NTD projects (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 local 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
- Minimum of 3-10 Years working experience, ideally in an INGO environment but experience of audit and government organization will be an advantage
- 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 skills – Excel, MS Word, an accounting package and Emailing
- Ability to understand and work with project budgets, forecasts and reports.
- Fluent in both Portuguese and English languages.

**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
- Sightsavers Guinea Bissau Country Office staff
- 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: October 2020