



## THE NATIONAL HUMAN RIGHTS COMMISSION

National Secretariat: Kotu (Opposite DSTV), KSMD –  
Telephone: 4461713 / 4461717

### VACANCY ANNOUNCEMENT

#### TERMS OF REFERENCE FOR FINANCE OFFICER

The **National Human Rights Commission (NHRC) Secretariat** invites applications from suitably qualified Gambians for the position of **Finance Officer**. The post holder will report directly to the **Director of Finance**.

#### PURPOSE OF THE JOB

The Finance Officer serves as an integral member of the Finance Directorate. He/she assists in ensuring that the Commission's financial transactions and reporting obligations are carried out in a timely manner. The post holder will deputize for the Director of Finance when the need arises.

#### DUTIES AND RESPONSIBILITIES

- Ensure the Commission's cash books are properly maintained and that bank balances are at appropriate levels.
- Ensure all payments are raised in the accounting system after confirming all supporting documents are in place and proper approval procedures have been followed.

- Review all imprest retirements and ensure they are appropriately captured in the accounting system.
- Perform bank reconciliations and prepare bank reconciliation statements for all the Commission's bank accounts monthly for review by the Director of Finance.
- Review and track performance by monitoring variance from plans, highlighting potential issues.
- Assist in the monthly payroll run, raise all salary journals and payments in the accounting system and prepare pay slips.
- Ensure proper coding of all financial transactions in line with approved budget lines.
- Work closely with the Accountant General's Department to ensure monthly fund allocations are posted in the system by the Cash Management Unit and funds transfer to the Central Bank of The Gambia are completed by the Treasury Unit.
- Assist in the preparation of budgets (including annual and programmatic).
- Prepare all Project financial reports for review by the Finance Director before submission to donors.
- Prepare annual draft Financial Statements for review by the Finance Director before submission to the National Audit Office.
- Coordinate monthly Budget Committee Meetings.
- Deputize for the Director of Finance when the need arises.
- Perform any other duties assigned that commensurate with the position.

## REQUIREMENTS / QUALIFICATION

- **AAT/CAT fully qualified, ACCA/CIMA** part-qualified or a **bachelor's degree in accounting and finance** with a minimum of **five (5)** years of work experience; or **ACCA/CIMA** fully qualified with a minimum of **three (3)** years' work experience.

## ESSENTIAL SKILLS

- Possess relevant work experience in a similar role in either the public, private, or non-governmental sectors.
- Strong financial analysis and report writing skills.
- Ability to work under pressure and meet tight deadlines.
- Must be proactive and an excellent team player.
- Excellent interpersonal skills combined with a flexible and adaptable working attitude.
- Strong computer skills including MS Office as well as experience in the use of accounting software packages. Experience in the use of the Integrated Financial Reporting System (IFMIS) will be an added advantage.
- Must not have been involved in or associated with any questionable activity or matter connected to the Commission's mandate.

## IMPORTANT INFORMATION FOR APPLICANTS

Deadline for submission of Application: **Friday, 20<sup>th</sup> September 2024 by 12pm.**

Remuneration: A competitive remuneration package will be offered to the successful candidate.

**Please note that late or incomplete applications will not be considered. Prior to issuance of offer letter to the successful candidate, a reference check will be conducted.** Due to the high volume of applications expected for the position, only shortlisted candidates will be contacted.

Send applications together with relevant supporting documents including two reference letters one of which should be from a current or immediate former employer clearly marked "**Application for Finance Officer**" to: **The Executive Secretary, National Human Rights Commission, Kotu - Google Code: C7WR+WFQ** or by email to: [advert@gm-nhrc.org](mailto:advert@gm-nhrc.org)

**NB: Only applications either hand-delivered to the office or sent by email would be accepted.**