ABOUT RESTLESS DEVELOPMENT

In 2016, Restless Development launched a new vision and strategy designed by young people. Having championed the engagement and influence of young people at every stage of the development of the United Nations’ new Global Goals, Restless Development is developing a complementary strategy that will:

- Convene, advocate and empower young people and youth agencies to lead change, and
- Collaborate with partners and governments who share our vision for young people to be at the forefront of achieving a just and sustainable world for all.

Building on Restless Development’s proven the model of youth engagement, over the next five years ten thousand volunteers will deliver the new strategy through a reinvigorated ‘Restless Model’ for youth-led development that will give youth-led organizations around the world a recipe for lasting, transformative change led by people and their communities. In addition, Restless Development will engage hundreds of partners and thousands of young people working for youth-led change through:

- A platform that young people can access to lead change through their own ideas and innovation;
- A coalition of technical youth-led development agencies that partner organizations can join;
- A youth ‘lab’ where knowledge, insight, research, and experience is shared.

Restless Development Sierra Leone has and will continue to be a flagship programme within the context of this new strategy. The agency’s role at the forefront of the social mobilization and behaviour change data collection efforts in the country has led the agency to become an international leader in community engagement.

OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people, and vulnerable adults to be an organizational imperative with primacy over the success of programmes or strategic objectives. We recognize that safeguarding is everyone’s responsibility and we expect all of our staff, volunteers, and partners to ensure we protect the communities in which we operate from harm and abide by our Safeguarding Policy.

ABOUT THE ROLE

<table>
<thead>
<tr>
<th>Job title</th>
<th>Finance &amp; Administration Manager</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>Freetown, Sierra Leone (must have the right to live and work in Sierra Leone)</td>
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<tr>
<td>Salary</td>
<td>SLL 151,673,645 gross per annum, plus significant allowances and benefits (see below)</td>
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<tr>
<td>Preferred start date</td>
<td>12th October, 2020</td>
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<tr>
<td>Length of contract</td>
<td>1 year, with likelihood of extension subject to donor funding</td>
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</table>
Reports to | Senior Finance & Administration Manager  
---|---  
Line Manages | Finance & Administration Coordinators and/or Finance Officers (TBC)  
Expected travel | Occasional travel to regional offices in Bo and Makeni. Time off lieu will be given for any travel required over weekends.  

We are seeking a dynamic and talented individual to lead our work on Finance and administration manager at Restless Development Sierra Leone. The Finance and administration Manager will work closely with the Senior Finance and administration manager to strengthen the systems, tools, and procedures for overseeing Finance team (financial policies), and organisational performance (quality assurance) at the Hub. Working primarily through other staff and performance managers across the Hub, the work of the finance an administration manager Manager will ultimately impact significantly on the quality of experience of hundreds of young leaders (volunteers) across Sierra Leone working on Restless Development’s programmes, as well as over 95 staff across the Hub’s 7 offices including; Freetown, Bo, and Makeni offices. As an important member of the Hub’s Management Team, the successful candidate will have the opportunity to help shape the direction of the organisation through Restless Development Sierra Leone’s strategic Plan and by excelling against global Key Performance Indicators, as well as by contributing to the overall management and leadership of the agency in Sierra Leone.  

To excel in this exciting role, the successful candidate will have proven experience in Financial management, financial accounting functions, financial control and donor compliance, Oversight of administration (procurement, logistics and office) functions and team management. They will be particularly passionate about youth-led development and seeing Restless Development’s values brought to life. They will bring energy and dynamism to whatever they do and will be excited about getting stuck into an organisation-wide role that is as flexible as it is demanding.  

**KEY PRIORITIES**  

1. Financial management  
   - Ensure organizational compliance with Sierra Leone & UK finance regulations as well as Restless Development financial policies and procedures.  
   - Coordinate and support the Senior Finance & Administration Manager in the development of financial plans, strategic budgets, operational budgets and quarterly forecasts for Restless Development Sierra Leone, ensuring participation of relevant staff.  
   - Oversee preparation of financial statements and audit files for annual external audits and donor audits.  
   - Work with the International Finance Directorate and Senior Finance & Administration Manager to ensure timely and accurate reconciliation of international funding statements, and contribute to global budget development activities as requested.  

2. Financial accounting functions  

Work with the finance team to:  
   - Ensure that accounting records (Financial Force Accounting) are kept up to date  
   - Ensure that all payments to suppliers and/or projects are in accordance with relevant finance policies and approved work/plans/budgets  
   - Ensure proper management of petty cash and reimbursement of staff expenses  
   - Ensure that donor funds are received as per disbursement agreements and that expenditure by all staff is coded by donor  
   - Ensure that bank reconciliation as well as debtors and creditors statements are completed monthly on a timely basis and liaising with our bankers as appropriate  
   - Annually review accounting timelines and processes to ensure accounts are being produced across our three offices in the most effective manner  
   - Ensure that cheque books and invoices are well accounted for and are kept in a safe and secure custody
3. Financial control and donor compliance

Maintain oversight of all financial and operational processes to ensure financial control and compliance, including – but not limited to – the following duties:

- Maintain the financial integrity of Restless Development’s operations in Sierra Leone, ensuring full compliance with policies & procedures, particularly around cash, advances, banking and assets.
- Safeguard the assets of Restless Development’s operations in Sierra Leone, including the maintenance of the Fixed Asset Register.
- Monitor and analyse exchange rate fluctuations, providing advice to the management team on exchange rate trends and risks.
- Oversee adherence to Restless Development’s financial policies and procedures making recommendations to the management committee where gaps are identified and lead on actions to strengthen internal and external financial risk management.
- Provide technical advice, training and support to the management committee and heads of regional offices to ensure compliance with finance policies and procedures.

4. Oversight of administration (procurement, logistics and office) functions

- Act within and seek improvements to internal processes, in keeping with Restless Development’s global policies.
- Ensure that global Restless Development policies are translated to the operating context in Sierra Leone.
- Ensure compliance with financial processes and work within agreed budgets.
- Work closely with Programme and Finance colleagues to ensure procurement processes meet programme delivery needs.

5. Team management

- Support the Hub Director, Head of Hub and Senior Finance & Administration Manager to provide analysis of financial information for strategic planning and decision-making with the management team and National Board.
- Provide technical advice to the Hub Director and senior managers in the areas of financial accountability and planning, value for money and administration management.
- Provide effective, values-based leadership of the Finance & Administration teams, designing and monitoring operational plans and staff objectives.
- Assess, develop and build the capacity of the finance and operations team through training and coaching.
- Develop training and tools for non-finance staff to strengthen compliance with policies and procedures and improve budget and financial management across the organisation.
- Other duties as required.

### ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with our Values.

<table>
<thead>
<tr>
<th>Values</th>
<th>Behaviours</th>
<th>What we expect of the Finance and Administration Manager</th>
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<tbody>
<tr>
<td>HEART</td>
<td>Values-led</td>
<td>Embeds a values-led culture within their team; both recognising and rewarding behaviour which upholds the Restless Values and professionally challenging behaviours which do not. <a href="#">Values &amp; Behaviours framework</a>.</td>
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For more information on Restless Development’s mission, values and work, please visit: [www.restlesdevelopment.org](http://www.restlesdevelopment.org).
<table>
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<tr>
<th>We are who we serve. We are brave.</th>
<th>Innovation</th>
<th>Fosters a climate of innovation and continuous improvement across their team. Considers external best-practice when adapting plans; acting positively and quickly to assess and resolve issues.</th>
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<tr>
<td>HEAD</td>
<td>Delivers Quality</td>
<td>Takes full accountability for performance and value-for-money within their team. Ensures team capacity to deliver quality against strategic priorities, and guides their team to develop solutions for anticipated problems.</td>
</tr>
<tr>
<td>We are 100% professional. We prove that young people can</td>
<td>Decision Making</td>
<td>Takes full accountability for managing a budget and/or programme and/or incidents. Considers the organisational vision, Restless Values, external influences, and long term impact when making decisions. Supports more junior staff with difficult decisions.</td>
</tr>
<tr>
<td>VOICE</td>
<td>Leadership</td>
<td>Plays a key role in strategy development. May manage a small team, taking accountability for team performance and creating a compelling leadership vision for their team. Inspires and supports others to take on a leadership role.</td>
</tr>
<tr>
<td>We generate leaders. We are proud to carry the banner for youth-led development.</td>
<td>People Development</td>
<td>Drives their own personal development, committing to new challenges that build capacity for the organisation. Support team members to fulfill their potential through effective performance management, mentoring and other opportunities for growth.</td>
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<tr>
<td>HANDS</td>
<td>Effective Communication</td>
<td>Builds consensus and commitment amongst staff and national partners, using effective communication to navigate difficult topics. Coaches others to communicate effectively.</td>
</tr>
<tr>
<td>We are in it together. We listen and learn.</td>
<td>Collaboration</td>
<td>Utilizes their internal and external relationships to enable others to expand their network; creating opportunities for others to broaden their awareness of other parts of the organisation and/or current issues. Cultivates national partnerships.</td>
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**SKILLS AND EXPERIENCE**

- Qualified accountant with Finance, Accounting or relevant Degree
- Extensive project/operational experience in a fast paced and growing environment with responsibility for managing staff, activities, financial resources, assets and external relationships.
- At least 3–5 years’ experience working in a management/leadership position in a developing country with multi-funded international programs.
- Team management experience, including leading, engaging and motivating a team of staff
- Experience of training and coaching staff
- Experience of developing, monitoring and reporting budgets against agreed strategy
- Extensive experience of budget and financial management and implementation of internal control frameworks
- Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines
- Experience in managing logistics functions
- Familiarity with using planning tools in international development, including using and developing monitoring systems for finance and administration
- Experience in Human Resource Management an added advantage
- Good analytical skills and Excel skills
- Excellent IT, written and verbal communication skills

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Desirable

- NGO experience a significant advantage
  - Experience of reporting to international donors and working with international partner organisations an advantage
  - Financial Force Accounting or any other web based accounting software experience preferable

Restless Development is an Equal Opportunities employer and welcomes applications from young people, women, those living with HIV, disabled people, and other marginalized groups.

**WHAT WE DO FOR YOU**

**Remuneration**

We are proud to commit to a single transparent global salary scale that is published on our website and ensures a fair and comparable system of pay across all global locations, taking into account statutory benefits. In Sierra Leone, in addition to salary, we offer housing allowance, End of Service Benefit, payments towards medical costs, and NASSIT contribution, as well as an out of country supplement and relocation allowance for international staff relocating to Sierra Leone.

**Values and Culture**

At Restless Development, we’re proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

**Work-life balance**

It goes without saying that we work hard, at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave pro rata (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

**Professional development**

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff — allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

**HOW TO APPLY:**

- Please send a completed application form to sierraleonejobs@restlessdevelopment.org by Wednesday 30th September, with the subject line “Application: Finance & Administration Manager”.
- Interviews are expected to be held on Monday 5th October.
- Please note that we do not accept CVs, resumes or covering letters.
- Only shortlisted candidates will be contacted for interviews.

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