ABOUT RESTLESS DEVELOPMENT

Restless Development is a global agency for youth-led development, supporting young people to demand and deliver a just and sustainable world for all. Through ten global Hubs, our work is delivered by young people, for young people, giving them the skills and resources to deal with the issues facing their communities and countries. Tackling unemployment and sexual rights, supporting young people to have a voice, and enabling youth leadership at the heart of development, Restless Development programmes are genuinely life-changing. Through our policy work targeting decision makers globally, we are ensuring that young people's voices are being heard not only in their local communities but right the way up to world leaders.

Restless Development has operated in Sierra Leone at the invitation of the government since 2005, working with and for young people to help the country rebuild from civil war. When Ebola broke out in 2014, it was Restless Development that worked with the next generation of young people – including 3,000 social mobilisers – to reach and build trust with communities across half the country, playing a critical role as the country put an end to the disease. Now, after 2018 elections committed the country to a new national trajectory, Restless Development is working with hundreds of young leaders across the country to unlock the power and agency within communities, strengthen the provision of key services, and build a new future for Sierra Leone.

OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise 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

The Finance & Administration Manager role will oversee and lead the strengthening of all aspects of Restless Development Sierra Leone’s finance and operations, ensuring that the hub has world class systems, procedures, controls and people in place. The FAM will also play a key leadership role in ensuring that Restless Development Sierra Leone is working towards an ambitious, focused, business model.

The FAM will also work directly with the Hub Director and other SLT Members.

This is an exciting but particularly demanding role. Our candidate will have significant skills and experience, but might not necessarily be an established FAM. You are likely to be a natural leader, and you will enjoy strengthening systems and processes and building teams of people around you. You might be looking to take on additional responsibility, or to develop experience in leading finance and operations in a challenging setting.

For more information on Restless Development’s mission, values and work, please visit: www.restlessdevelopment.org.
Job title | Finance & Administration Manager
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Location | Freetown, Sierra Leone
Salary | SLL170,170,505 gross per annum, plus significant allowances and Benefit (See Below).
Preferred start date | 16 January 2023
Length of contract | 1 year, with a high likelihood of extension.
Reports to | Senior Finance & Administration Manager
Line Manages | Directly line manages 1 Finance Officer, a Logistics and Procurement Officer
Expected travel | Expected travel to Makeni regional offices and possibly other operational districts. Time off lieu will be given for any travel required over weekends. International travel may be required to any country within the Global agency

KEY PRIORITIES

1. Financial Management

- Overseeing the Finance team to ensure that full finance functions, in line with Sierra Leone and UK finance regulations and Restless Development standards, are in place, including for example high quality monthly management accounts, budgeting and reforecasting, donor financial reporting and compliance, cash flow forecasting, funding statements, balance sheets, and year-end accounting and auditing.
- Developing and building the long-term capacity and skills of the Finance team and budget holders, by upholding a culture of excellence and Restless Development's Values.
- Responsible within the Leadership Team for Restless Development Sierra Leone’s business strategy, including providing analysis and advice to the Head of Hub and Hub Director on strategic business decisions.
- Oversee the annual budgeting process
- Ensure processes are in place to report accurate financial information to International
- Identify key areas of risk to the Hub and communicate these to the Hub Leadership Team and International as appropriate. Manage and address risks as required by the Leadership Team through regular review of the risk register.
- Produce monthly management account packs with programme managers, reviewing central and programme expenditure and identifying and documenting variances against budget, and present the accounts to the Leadership Team
- Oversee the preparation of financial statements.
- Be key point of contact for internal and external audit and ensure that internal and external audit recommendations are implemented
- Provide technical support to staff and work with managers to strengthen financial management within other units and at regional and district office level
- Work with other teams to ensure that donor budgets are appropriately reviewed and that agency contribution is factored into all project proposals and grants

2. Financial Control and Donor Compliance

- Ensure all financial reports and donor reports are set up in Financial Force to ease reporting; training staff where necessary in order for them to be able to generate reports and use them effectively.
- Be the primary source of expertise for Restless Development staff in on financial best practice, control and compliance issues.
- Undertake audits and spot checks of field offices as appropriate
- Ensure compliance with all financial reporting and forecasting requirements of donors and others, and ensure that accurate and timely information about our cash and income position with respect to donors is provided to the SLT and other individuals as delegated by them. Ensure effective use of personnel and resources within the Finance team and take ownership for the structure of the team and team development.
- Strengthening Restless Development Sierra Leone's nationalised financial policy and procedures, including identifying the innovative solutions for particular challenges related to the Sierra Leone context that will strengthen the Hub's financial controls across its three offices in Freetown, Bo, and Makeni.

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• Oversee adherence to Restless Development's financial policies and procedures making recommendations to the SLT where gaps are identified and lead on actions to strengthen internal and external financial risk management

3. Team management and Development
• Provide effective, values-based leadership of the Finance & Administration team, designing and monitoring the unit's annual operational plans and objectives
• Provide effective line and performance management to your team in accordance with Restless Development policies ensuring they achieve the unit's objectives
• Assess and develop and build the capacity of the finance and admin team through training and coaching and develop trainings and tools for non-finance staff to strengthen compliance with policies and procedures and to improve budget and financial management across the organisation
• Develop mechanisms to ensure regular communication and planning of priorities takes place across your remotely based team
• Uphold Restless Development codes of conduct and staff policies at all times personally and within your team
• Hold regular workshops and meetings with staff to ensure that they are updated with financial issues necessary for non-financial staff

4. Operations
• Oversee the procurement function to ensure that procurement processes are followed and streamlined and that the Hub secures value for money.
• Oversee the logistics function to ensure that the logistics teams across Sierra Leone are able to meet the needs of Programmes teams, operate in the most efficient way, and provide effective oversight of all Restless Development assets.
• Oversee the office management functions and ensure that office spaces in Freetown and Makeni are fit for purpose, safe, and represent Restless Development well.
• Ensure that all aspects of Restless Development's operations are constantly reviewed for effectiveness, efficiency and economy, offer value for money, and are scalable in line with increases or decreases in project funding.

5. Leadership
• As a key member of the Hub's Leadership Team, the FAM will be expected to provide leadership to the entire Hub and all Restless Development Sierra Leone staff, including from time to time in programmes, research, monitoring and evaluation, people and performance, partnerships and communications.
• Represent Restless Development Sierra Leone externally to communities, young people, partners, donors and colleagues within the wider Restless Development global agency.

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.

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<tr>
<th>Values</th>
<th>Behaviours</th>
<th>What we expect of the Finance and Admin Manager</th>
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<tbody>
<tr>
<td>HEART</td>
<td>Values-led</td>
<td>Upholds a values-led culture across the Finance &amp; Administration team, inspiring a Restless passion and professionalism amongst all others. Consider the Restless Values when making decisions and taking measured risks at a strategic level.</td>
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<td></td>
<td>Innovation</td>
<td>Creates an enabling environment for innovation across the Finance &amp; Administration team. Takes measured risks and solves complex issues with creativity and innovation. Maintains a focus on aligning the organisational vision for long-term growth in a changing world.</td>
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<table>
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<tr>
<th>HEAD</th>
<th>Delivers Quality</th>
<th>Drives quality across the Finance &amp; Administration team by holding all sub-teams to account for high performance and value-for-money. Ensures the Finance &amp; Administration team is effectively and efficiently resourced to deliver quality against strategic priorities.</th>
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<tbody>
<tr>
<td>VOICE</td>
<td>Decision Making</td>
<td>Drives change across the Finance &amp; Administration team by considering the long-term impact of risks and strategic decisions to the Restless Development Sierra Leone Hub.</td>
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<td>HANDS</td>
<td>Leadership</td>
<td>Leads the development of financial and business strategy for the Restless Development Sierra Leone Hub, and creates a compelling organizational vision. Is accountable for performance in the Finance &amp; Administration team. Develops leadership in others for future growth of the organization.</td>
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<td></td>
<td>People Development</td>
<td>Builds organizational capacity by creating a culture of continual learning through performance management, training, coaching and mentoring; aligning their own personal and professional development to current and future organizational needs.</td>
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<td>Effective Communication</td>
<td>Builds consensus and commitment amongst staff and major national partners. Confidently anticipates and responds to challenge or resistance in difficult circumstances. Coaches others to communicate strategically.</td>
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<td></td>
<td>Collaboration</td>
<td>Is a role model for collaboration at a national, regional and global level; frequently contributing to internal processes and decisions. Leads participatory decision making and strategy development</td>
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**SKILLS AND EXPERIENCE**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• Qualified accountant (ACCA/CIMA/CPA) with Finance, Accounting or relevant Degree. At least 2 years’ management experience, ideally in increasingly senior positions • Experience leading, engaging, motivating and coaching a team of staff • Experience of meeting donor financial requirements and reporting, including ideally for DFID, EU and/or USAID • Extensive experience of budget and financial management • Extensive experience of implementing and strengthening internal control frameworks • Demonstrable track record of strengthening systems and identifying innovative solutions to challenges in finance and operations • Experience of a flexible approach to managing and prioritizing a high workload and multiple tasks in a fast-paced environment with tight deadlines • Experience in managing logistics, procurement and office functions Experience in Human Resource Management an added advantage Good analytical skills and Excel skills • Excellent IT, written and verbal communication skills</td>
<td>• At least 2 years’ senior leadership experience • Knowledge and experience of Financial Force • Knowledge and experience of working in Sierra Leone, or a similar context</td>
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Restless Development is an Equal Opportunities employer and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

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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 (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.

Travel and Medical Insurance
When travelling abroad with work, all staff will be covered by Restless Development’s travel and medical insurance.

Relocation package
For staff who relocate to work with Restless Development, we offer a competitive relocation package. This will be discussed with relevant candidates and could include:

- A lump-sum relocation allowance to support you in relocating to your new place of work.
- Out of country supplements for the duration of your time working in your new place of work.
- Medical insurance.

KEY DATES

- Please send a completed application form by 12pm (midday) Monday, 9th January 2023 to sierraleonejobs@restlessdevelopment.org, with the subject line ‘Application: Finance Manager’.

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