

- Do you think that you are innovative and pro-active?
- Are you different or extraordinary than others?
- Do you want to make a big impact in the lives of young people in Sierra Leone and contributes to nation building?

If your answer is yes, then we have an exciting and challenging opportunities for you. Come forward and take the challenge.

We are Sensi Tech Innovation Hub Center in Sierra Leone, building a technology innovation community in Sierra Leone that will drive economic and social development through providing an open and stimulating community hub for young technologists and entrepreneurs to come together, develop their ideas and access cutting-edge tech, events, incubation programmes, networking, training and jobs. Our mission is to create an open community space where technology and entrepreneurship intersect, to help build the next generation of innovative solutions and businesses in Sierra Leone.

We strive to represent the next generation of agents of this change. Sensi is built on a highly collaborative and community driven model. We facilitate the mentoring, skilling, generation of, and exposure to novel ideas needed to foster a more innovative, technological, business and community driven solutions to the livelihoods challenges faced in Sierra Leone. Our approach is to always learn and evolve, so that we can constantly improve in the area we work in, and create impact.

Currently we are looking to recruit for the following position:

**Position title:** Finance Manager  
**Category:** Consultancy Contract Position (6 months)  
**Reports to:** Hub Manager  
**Business:** Sensi Tech Hub  
**Location:** Freetown Sierra Leone

The selected candidate will work with Sensi Tech Innovation Hub Center team. The post holder will be responsible to provide various functional support to the implementation of

the Centre programme activities in Freetown and other operational areas. They will have to participate in all key decisions relating to their work situations and analysis and play a strategic role in the development and implementation of Centre project and grants activities, data collection, inputting and processing as maybe required.

### **Summary**

We are looking for a reliable Financial Manager that will analyze every day financial activities and subsequently provide advice and guidance to upper management on future financial plans. He/She will be responsible for the financial health of Sensi. Producing financial reports and developing strategies based on financial research. Guiding senior executives in making sound business decisions in the long and short term. The goal is to enable the Sensi's management to make sound business decisions and meet the company's objectives.

### **Finance Manager Job Duties:**

- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions
- Oversee financial department employees, including financial assistants and accountants
- Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary
- Track the company's financial status and performance to identify areas for potential improvement
- Seek out methods for minimizing financial risk to the company
- Research and analyse financial reports and market trends
- Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making
- Review financial data and prepare monthly and annual reports
- Present financial reports to board members, stakeholders, executives, and clients in formal meetings
- Stay up to date with technological advances and accounting software to be used for financial purposes
- Establish and maintain financial policies and procedures for the company

- Understand and adhere to financial regulations and legislation.
- Advise on investment activities and provide strategies that the company should take
- Analyze costs, pricing, variable contributions, sales results and the company's actual performance compared to the business plans.
- Develop trends and projections for the firm's finances.
- Conduct reviews and evaluations for cost-reduction opportunities.
- Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met.
- Manage the preparation of the company's budget.
- Liaise with auditors to ensure appropriate monitoring of company finances is maintained.
- Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.

#### **Finance Manager Skills and Qualifications:**

- Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.
- Advanced degree in accounting, business, economics, finance, or a related field.
- Several years of experience in a finance role.
- Strong mathematical skills; leadership skills and experience; employee management. understanding of data privacy standards;
- Solid communication skills, both written and verbal; public speaking skills.
- Deep understanding of business principles and practices.
- Strong attention to detail; organisational skills; planning skills; research skills; analytical skills; critical thinking skills; problem-solving skills; computer skills; multitasking abilities; integrity, honesty.
- Understanding of financial trends both within Sensi and general market patterns.
- Proficient user of finance software.
- Strong interpersonal, communication and presentation skills.
- A solid understanding of financial statistics and accounting principles.
- Working knowledge of all statutory legislation and regulations
- Strong Knowledge of quickbooks software

#### **Salary/Benefits**

To be determined based on experience.



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