



Finance Manager- Sierra Leone

About Imagine

All children have immense potential, but hundreds of millions don't have access to the learning they need. Imagine Worldwide believes that every child should be empowered with the basic right to literacy and numeracy. We provide an innovative education technology solution and implementation model to the global literacy/numeracy learning crisis using the [onebillion](#) application and various toolkits and systems to support implementation. Our model is massively scalable, and evidence-based, and can deliver foundational learning to millions of the most marginalized children.

Imagine Worldwide partners with governments, organizations, and communities to provide child-directed, tablet-based learning that is accessible, effective, and affordable. We are a California-based (United States) nonprofit organization operating across seven Sub-Saharan African countries. Learn more on our [website](#).

Candidate Profile

The Finance Manager will play an instrumental role in carrying out Imagine's mission, to test and scale tablet-based learning solutions that enable children to become literate and numerate. The successful candidate will play a key role in financial and procurement management and ensure that staff, management and partners receive high quality, professional and responsive services. S/he will also implement financial and procurement management policies, procedures and systems and ensure compliance with corporate and project standards as well as maintain oversight of day-to-day financial and procurement activities. The Finance Manager will join a highly committed and collaborative team that is working together to empower every child, everywhere to achieve their full potential. The position offers an international, flexible, learning environment to enhance individual career development and growth.

Key Responsibilities

The Finance Manager will work closely with Imagine's Executive Director, Director of Finance and Operations and local implementing partners to ensure timely execution of all project activities. The Finance Manager's responsibilities will include - but will not be limited to - the following:

- Manage project risks with escalation as required.
- Manage all financial and procurement management activities for the program including bank account and petty cash reconciliations; accounts payable; sourcing and contracting of suppliers;

review and verification of invoices; data entry into accounting systems; fund transfers from USA to Sierra Leone and bank, EFT, cheque and cash payments.

- Establish and manage systems for cash and EFT payments to staff including expense claims and petty cash.
- Assist with the management and implementation of grant payments to project implementation partners and operators.
- Assist with strategic financial management activities including annual budget development, financial planning and cash flowing, and financial reporting.
- Develop project-level financial and procurement management policies and procedures, manage roll-out and oversight compliance, reporting and periodic review.
- Provide expert guidance in the costing of personnel, activities and operations.
- Organise and maintain comprehensive financial and procurement files and ensure all recording is compliant with audit, corporate and client requirements.
- Train and develop local staff to enable them to use and manage financial and procurement systems.
- Manage purchasing and procurement activities including supplier management and ensure value for money.
- Preparation of TRA and statutory returns for timely submission every month.
- Work closely with the Office Manager to establish and implement the program payroll system for staff; ensure all salary payments are accurate and timely.
- Support senior management to establish and implement policies and procedures for fraud control, anti-corruption and anti-bribery.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration or equivalent discipline.
- Possess a CPA(T), ACCA or equivalent professional qualifications.
- 5+ experience with financial and procurement management of large and/or growing organisations.
- Additional work experience is welcome.

Education and Work Experience

Professional Accountant accredited by an internationally recognized professional body. Bachelor's degree in Finance, Accounting, or higher and 10+ years of proven work experience as an administrative or finance executive, or similar role, with a minimum of 5 years experience managing a team, preferably in an NGO context.

Role-Specific Skills Required

Proven experience that includes:

- **Financial & Procurement Management:** Proven ability to implement and manage financial systems, including accounting software, budgeting, and procurement processes.
- **Accounting Expertise:** Strong knowledge of cash flow management, reconciliations, tax filings, and financial reporting. CPA(T) or ACCA certification required.
- **Strategic Financial Planning:** Experience in financial analysis, budget forecasting, and cost management.
- **Risk & Compliance:** Ability to enforce financial controls, ensure compliance with audit standards, and manage fraud prevention policies.
- **Procurement & Supplier Management:** Skilled in sourcing, contracts, inventory control, and logistics to ensure cost efficiency.
- **Team Leadership & Training:** Experience in mentoring and developing staff in financial management, ensuring compliance with financial policies and best practices.
- **Donor-Funded Projects:** Knowledge of managing finances for international development projects, including donor reporting requirements.
- **Strong Communication Skills:** Fluent in English and Swahili, with the ability to effectively present financial data to leadership and partners.
- **Attention to Detail:** Impeccable track record in managing financial affairs.

General Skills Required

- Excellent written and oral communication skills in English (required)
- Strong interpersonal and relationship-building skills
- Ability to adaptive strategies to address complex operational challenges
- Ability to work effectively in multicultural environments and teams
- Strong organizational skills and superior attention to detail
- Experience in managing multi-site and multi-vendor orders at the international level
- Ability to work under pressure and meet deadlines
- Ability to engage in proactive problem-solving and issue-resolution

Qualities

- **Passion** for Imagine's mission and vision and with a demonstrated commitment to equity in educational access and outcomes.
- Demonstrated ability to think independently and **solve problems**.
- **Flexible**, adaptable, and able to work in a fast-paced, changing environment.
- Leads with **humility** with regards to learning, receiving feedback, and collaborating.
- Demonstrates **integrity**, transparency, and accountability in financial management and decision-making.

Compensation & Benefits

Salary is competitive and commensurate with experience.

Location

The Finance Manager must be based in Freetown, Sierra Leone.

Application Process

Details on Imagine's operations, countries reached, leadership and funders can be found at imagineworldwide.org.

Please submit a resume and your personal details via this link - [online application](#).

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Imagine Worldwide is proud to be an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.