

**The National Telecommunications Commission (NATCOM) is a statutory body established under the Telecommunications Act, 2006, to regulate the deployment of telecommunications systems and the provision of services in the telecommunications sector in Sierra Leone.**

**NATCOM is currently searching for suitable persons to fill several job vacancies and NATCOM now invites qualified candidates to apply for the following vacant positions tenable at its offices across Sierra Leone.**

**Title:** Director, Finance

**Reports to:** The Director-General

**Based at:** NATCOM Head Quarters - Freetown

**Job purpose:**

The incumbent shall provide the requisite leadership for the Commission's financial management functions is expected to monitor, manage and report the revenues, expenditures and investments of the Commission in accordance with approved annual budget and international financial reporting standards (e.g. IPSAS) and the Public Financial Management Act, 2016

The incumbent is under the general direction of the Director-General, NATCOM.

**Key responsibilities and accountabilities:**

- Maintain and update revenue and expenditure records
- Update Fixed Assets Register
- Prepares Annual Financial Statements and Bank Reconciliation Statements to statutory bodies and institutions as required by law
- Ensure that revenue targets and expenditure limits in the Budget are achieved
- Prepare Annual Budget and Monthly Revenue and Expenditure Variance Reports including Income Statements, Cash Flow Statements and Balance Sheet
- Prepare other reports as required by Management
- Manage and report the performance of investments to achieve prudent returns
- Ensure proper investment of all unused Commission's funds
- Ensure invoices are prepared to service operators
- Analyze and provide age analysis of Debtors
- Administers Credit Control Policies
- Implement collections policies
- Maintain a Cash Office
- Manage staff payroll.

**Required Qualifications – Director, Finance**

Interested Candidates should have the following background:

- A University Graduate degree preferably an MBA in Management or Business Administration in addition to an undergraduate degree in Accounting or Finance
- Demonstrative background knowledge in performing cash projection or forecasting analysis
- A minimum of five (5) years' experience in a similar capacity with a budgetary agency will be added advantage

- Must be familiar with the GOSL's budgetary and accounting procedures and processes along with familiarity with the COA of the GOSL and the deployed IFMIS application platform
- Demonstrated effectiveness in written and verbal communication
- Proven experience to harness human, financial and information technology resources harmoniously to achieve desired objectives
- Excellent interpersonal abilities, professional demeanor and proven communications and media skills
- Ability to work in a team with diverse professional backgrounds
- Proficiency within Windows environment and the ability to utilize an ERP application to enhance role
- Excellent analytical and thinking skills
- Ability to deliver presentations in a well-structured and logical manner.

### **Benefits**

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for these roles, please submit your application including copies of your academic and professional certificates, testimonials and your curriculum vitae, including among other details your current position, current remuneration, email and telephone contacts of three (3) professional referees.

**Only emailed applications will be accepted. Only those applications submitted via email (natcomjobs@natcom.gov.sl) will be considered. To be considered, your application must be received by not later than 25 February 2019. Please place in the subject line of your email, the title or position and the department you are interested in.**