



## VACANCY ANNOUNCEMENT

Do you have a passion for Standards and Quality promotion? Here is a unique opportunity to join an exciting team to define, lead and coordinate the National Quality Infrastructure!

**Position: DIRECTOR OF FINANCE** Number required: 1

**Job Summary:** The Director of Finance is responsible for providing strategic planning, supervising/conducting all financial operations of the Bureau. They ensure financial integrity, accountability and maintain internal controls. He/she will oversee all accounts, ledgers, and reporting systems, ensuring compliance with the Generally Accepted Accounting Principles and Regulations.

**Reporting Line: Director General**

### **Main Responsibilities:**

- Directing financial planning and strategy;
- Analyzing and reporting on financial performance;
- Develop and control the institution's annual operating budget in consultation with the Director General to ensure that all financial targets are met and financial and statutory regulations are complied with;
- Manage a portfolio of grants and projects, ensuring highest standards of contractual compliance and responsible use of funding;
- Oversee the coordination of employee benefits and direct monitoring of payroll processing;
- Oversee projects or grants from solicitation and pre-award stages to management and reporting. These include: timely submission and execution of projects, budgets, and work plans, ensuring that budgets are spent in a timely manner
- Coordinate, facilitate and oversee the annual audit process in collaboration with external auditors;
- Prepare monthly, quarterly and yearly financial reports of the Bureau in a timely and well-presented manner;
- Update and implement all necessary operational policies and accounting practices;
- Keep up-to-date and maintain the Bureau's Financial Manual and improve the Finance Unit's overall policy and procedure manuals;
- Develop and implement relevant accounting policies;
- Regularly review and advise on Divisional Budgets;
- Monitoring procurement expenses and ensure that they are within the budget;
- Ensure that contractual clauses are adhered to before any disbursement of funds;
- Monitoring payments, particularly on balances due and invoices and maintain co-sign cheques, cash transfers and commitments of funds;
- Verify supporting documents to establish their validity and veracity and ensure that they are charged to the correct accounts;
- Assessing, managing, minimizing financial risk and managing internal controls;
- Direct and control finance staff to ensure that they are appropriately motivated and developed to carry out their responsibilities to the required standards;

- Contribute to the achievement of the institution's objectives by providing advice and guidance on the financial strategies;
- Oversee the preparations of the Bureau's financial accounts to ensure that they are presented accurately and on time
- Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the Bureau
- Any other official duties assigned by the Director General;

### **Education, Work Experience and Competencies:**

- Master's Degree in Finance/Accounting/ Financial Management or other related fields
- ACCA/CIMA/CPA
- The position requires a minimum of five years professional working experience as Director in the areas of Accounting/Finance
- Must possess analytical skills, proficiency in accounting software, strong aptitude in math, good communication skills, computer literacy, broad knowledge of accounting principles.
- Must have the ability to work long hours in order to meet deadlines
- Integrity – Job requires being honest and ethical
- Must have ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions
- Must have the ability to work under pressure
- Must be familiar with accounting software

### **Submission of Applications**

Applicants should **submit a COVER LETTER, CV and COPIES OF CERTIFICATES in a SEALED ENVELOPE and clearly marked: DIRECTOR OF FINANCE** and addressed to the following:

Director General  
The Gambia Standards Bureau  
Kotu East

**Electronic applications should be sent to: [hr@tgsb.gm](mailto:hr@tgsb.gm)**

**Deadline** for receipt of applications: **MONDAY, 28 MARCH 2022 AT 1800 HRS.**

**Women are highly encouraged to apply.**

*NB: We thank all who submit applications. However, we are unable to acknowledge or advise the outcome of our evaluations to all applicants and therefore only shortlisted ones will be contacted.*