

WellFound (Sierra Leone)

Finance & Admin Manager

Competitive Salary plus benefits

WellFound Sierra Leone is a registered charity working in Sierra Leone since 2018 to improve access to clean, safe water. As our work in Sierra Leone expands, we are seeking an experienced, practical and collaborative Finance and Admin Manager to work with our dedicated team.

The post holder will manage project finances, compliance records, payroll, statutory payments, reporting and related administrative support.

The role offers 20 days' annual leave, structured training and an end-of-contract benefit.

To apply, send your CV and a covering letter demonstrating your suitability for the job (no more than two pages), stipulating your expected salary and benefits, to info@wfsierraleone.org

by 19th July, 2026 11.00 pm.

POSITION: Finance & Admin Manager

LOCATION: Main place of work: Head Office, Freetown, with frequent travel to Moyamba District.

DURATION OF CONTRACT: 24 months, subject to annual confirmation of funding.

STARTING DATE: August 2026

PROBATION PERIOD: Three months.

SUPERVISEES: Interns

SUPERVISED BY: Programme Director

Reporting to: Programme Director and Chief Executive Officer.

SALARY LEVEL: Technician level; basic salary plus allowance, to be advised.

Objective:

To ensure accurate financial recording, reporting, payroll preparation, statutory tax payments, audit readiness and compliance with WellFound policies, donor requirements and applicable legislation.

Job Description:

- Manage and conduct overall financial management of the organisation
- Lead the budget development of a new project in an inclusive manner
- Follow up on accounts receivable and payable
- Prepare annual and monthly budgets with project teams, aligned to donor budgets and organisational priorities.
- Maintain accurate financial records for income, expenditure, advances, commitments and transfers using QuickBooks and supporting spreadsheets.
- Ensure transactions are authorised, correctly coded, properly documented and compliant with internal, donor and statutory requirements.
- Prepare payroll on time, including salaries, allowances, deductions and staff records.
- Calculate and pay relevant government taxes, statutory deductions and mandatory contributions by required deadlines.

WellFound (Sierra Leone)

- Maintain records payroll, tax, accounting and compliance files, including returns, receipts, confirmations, vouchers, invoices, contracts and approvals.
- Check supporting documents before funds are released, including procurement records, per diem plans, mission orders, approvals and evidence.
- Review staff and volunteer fund requests against donor rules and internal controls.
- Prepare monthly fund transfer requests, banking orders and cheques, securing required approvals and signatures on time.
- Submit monthly finance reports by the 7th day of the following month, showing budgeted, committed and actual expenditure with key variances.
- Submit all financial reports to funders in accordance with the deadline set
- Allocate costs to the correct projects, budget lines and cost centres.
- Reconcile the balance sheet, bank, cash and project accounts monthly.
- Support internal and external audits by preparing schedules, retrieving documents and responding to queries.
- Liaise with senior staff and budget holders on expenditure, financial risks, variances, corrective action and funding needs.
- Attend relevant finance, compliance, payroll, tax, procurement and administration meetings as required.

Procurement and operation

- Overseeing procurement processes and supplier management
- Ensure proper documentation and compliance throughout the procurement process
- Manage logistics, assets, inventory and the overall office operations
- Verify contract documentation and ensure payments follow agreed terms, procurement procedures and schedules.

Administration:

- Support organisational administrative functions, including insurance, risk assessments, HR and relevant record keeping.

Person Specifications:

Diploma / Level of studies:

- A degree in finance, accounting or a related discipline, or a minimum of three years' experience in a senior finance management role.

Required skills and qualities:

- Experience managing finance for donor-funded, charity or community development projects.
- Strong knowledge of financial compliance, internal controls, statutory obligations and audit requirements.
- Experience in preparing payroll, statutory deductions and government tax payments.
- Excellent record-keeping, filing and document control skills.
- Ability to prepare accurate budgets, reconciliations and financial reports.

WellFound (Sierra Leone)

- Experience using QuickBooks or a similar accounting system.
- Strong Microsoft Excel, Word and general IT skills.
- Ability to interpret donor rules, contracts and financial procedures.
- High level of accuracy, confidentiality, integrity and attention to detail.
- Strong written and verbal communication skills.
- Ability to work independently, meet deadlines and manage competing priorities.
- Good judgment, accountability and practical problem-solving skills.
- Ability to liaise professionally with staff, donors, auditors and statutory bodies.
- Willingness to support administration, procurement and logistics.

To apply, send your CV and a covering letter demonstrating your suitability for the job (no more than two pages), stipulating your expected salary and benefits, to info@wfsierraleone.org

www.wfsierraleone.org