



## **Career with BRAC Microfinance Sierra Leone Limited**

### **Position: Branch Accountant**

### **Vacancy: Five (05)**

Are you a competent, dynamic and self-motivated individual? Apply to fill for the position of Branch Accountant in our growing nationwide network of branches as indicated below. We encourage applications from these locations. In this position you will be reporting to the Area Accountant.

BRAC Microfinance Sierra Leone (SL) Limited (BMSLL) was launched in 2008, and has grown to become the largest microfinance institution in the country. Our mission is to provide a range of financial services responsibly to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas, to create self-employment opportunities, build financial resilience, and promote women's entrepreneurial spirit by empowering them economically.

Our core products include a group-based microloan provided exclusively to women, and small enterprise loans for entrepreneurs seeking to expand their businesses. We also provide loans for jobholders with low to moderate income.

In all our endeavors, we adhere to the Universal Standards for Social Performance Management and the Client Protection Principles, placing clients' well-being at the center of everything we do to achieve our social mission.

#### **JOB PURPOSE:**

As the front line accountant you will be required to maintain good customer relationship with our clients, providing high quality service within policies and regulations of BRAC Microfinance. You will be expected to ensure that clients are treated with respect and are supported to realize their potential. You will be expected to maintain good conduct and represent the brand of BRAC to the public.

## **MAJOR RESPONSIBILITY:**

Your main responsibility will be to manage daily financial transactions, process and maintain related records for cash disbursement. Prepare accurate cash requisition as per cash flow avoiding excess cash in hand. You will verify and authenticate all transactions with approval from respective supervisors. Reconciling all financial record books as against the software system, ensure proper maintenance and execution of all types of finance related circulars and work according to the HR Policies. Assist the team to ensure all client related documentation for loan disbursement are accurate. You will also be required to prepare and submit periodic reports to your supervisor and management.

As an accountant you will also be expected to be a team player at the branch, maintaining cordial work relationships with your colleagues, clients and adopt to the culture of BRAC.

## **SAFEGUARDING RESPONSIBILITIES:**

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Promote a safe work environment in all your dealings.
- Avoid actions, which may cause any form of harm, abuse, neglect, harassment and exploitation of team members to achieve the program's goals on safeguarding.

## **EDUCATIONAL REQUIREMENTS:**

- Bachelor Degree in Accounting and Finance or related field from a recognized institution.

## **PERSON SPECIFICATIONS:**

- Ability to work in the field
- Good interpersonal skills
- Ability to work as a team player
- Honest and transparent in all dealings.
- Flexible with ability to cope with stressful situation
- Strong motivation and organization skills
- Ability to prioritize tasks and manage time efficiently.
- Fluency in written and spoken English
- Willingness and ability to travel within the country and spend time in the field.

## **OTHER REQUIREMENTS:**

- Attach photocopy of Nation ID Card, Passport or Birth Certificate
- Attach copy of Academy Certificate

**JOB LOCATION: Applicant will be posted to the branches as per the region in which their recruitment was done - Makeni, Bo, Waterloo & Freetown**

**If you feel you are the right fit for the above-mentioned position, follow the application instructions below;**

Interested candidates need to send a signed application letter, citing the position being applied for, attaching an updated CV mentioning academic qualification, educational grades, copy of national ID and or birth certificate or passport. The application pack should be sent to our email **recruitment.sierraleone@brac.net**, **OR** hand delivered to any of our branch offices mentioned below.

### **Makeni Region Addresses**

1. Masuba Branch Office - 42 Masuba Road , Makeni
2. OIC Ropolo Branch Office - 42 Tecko Road , Makeni
3. Magburaka Branch Office - 2 Jawara Drive ,New London , Makeni Road, Magburaka
4. Kono Area Office - 29 Hill station, Kainkordu road Koidu Town, Kono

### **Freetown Region Addresses**

1. Dwazack Branch Office - 3A George Brook Dwazark
2. Goderich Branch Office – 24 Peninsula Road Levuma Beach Juba Goderich
3. Fullah Town Branch Office – 71 Kissy road
4. Kissy Bye Pass Branch Office - 24 Pyke Street Kissy Bye Pass
5. Jui Branch Office - 35 Off Jui Road, Kossuh Town, Regent Highway

### **Bo Region Addresses**

1. Moriba Town Branch Office - 47 Fatmata Street, Sewa Road Section, Moriba Town, BO
2. Blama Road Branch Office - 18 Hotagua Street, Blama Road Kenema
3. Bo Branch Office - P.O. Box No. 31 – Bo Postal Building, 2 Mattru Road, BO

### **Waterloo Region Addresses**

1. Waterloo I Branch Office - 8 Leden Streets, Post Office, Waterloo
  2. Port Loko Branch Office - 51 Barracks Road (Alama Bridge), Portloko
  3. Waterloo - Waterloo Post Office – BRAC Application Box
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**Only completed applications will be accepted and shortlisted candidates will be contacted.**

**Application deadline: 3<sup>rd</sup> January 2024**

*BRAC Microfinance (SL) Limited is committed to safeguarding children, young people and vulnerable adults, and expects all employees and clients /beneficiaries to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.*

**BRAC Microfinance (SL) Limited is an equal opportunity employer.**