



NATIONAL SOCIAL PROTECTION AGENCY
REPUBLIC OF THE GAMBIA
OFFICE OF THE VICE PRESIDENT

Terms of Reference
Finance Officer

Job Title	<i>Finance Officer</i>
Department	<i>Finance and Admin Department</i>
Reports to	<i>Finance Manager</i>
Duty Station	<i>Banjul, The Gambia</i>
Nature of Employment	<i>Full-time</i>
Salary	This position falls within GRADE F of the NSPA integrated pay scale.

1. Job Summary:

The National Social Protection Agency (NSPA) was established under the National Social Protection Act, 2024 to provide leadership, coordination, oversight, and technical guidance across the social protection sector in The Gambia. The Agency works with Government institutions, development partners, civil society organisations, and other stakeholders to strengthen social protection systems and improve the welfare and resilience of poor and vulnerable individuals, households, and communities.

The Finance Officer shall provide technical, operational, and analytical financial support to ensure accurate financial management, compliance with regulations, and accountability in the implementation of NSPA programmes and projects. Includes oversight of the Accounts Assistant to ensure quality and compliance in financial operations.

The Finance Officer will report directly to the Finance Manager

2. Responsibilities & Tasks:

The Finance Officer shall perform the following duties:

A. Financial Accounting & Documentation

- Record financial transactions in the accounting system in line with approved standards.
- Maintain updated ledgers for payables, receivables, revenue/income and expenditures, including project-related transactions.
- Ensure proper filing, referencing, and safeguarding of vouchers, receipts, and all relevant and supporting documents.
- Support preparation of monthly, quarterly, annual, or any periods financial reports and statements.

B. Payments, Disbursements & Cash Management

- Prepare payment vouchers, cheques, and electronic/mobile money transfers.
- Verify completeness, authorization, and compliance of all payment requests.
- Support processing of staff salaries, vendor payments, and beneficiary disbursements.
- Maintain petty cash records and ensure timely replenishment.
- Prepare bank, mobile money, and project account reconciliations.

C. Budgeting, Expenditure Tracking & Reporting

- Support the preparation of annual and programme/ activity budgets.
- Track budget performance and flag variances for management attention.
- Compile financial data for monthly, quarterly, and donor reports.
- Assist in preparing audit schedules and responses.

D. Procurement & Asset Management Support

- Assist in reviewing procurement documentation and payment processing.
- Ensure procurement transactions comply with GPPA and NSPA procedures.
- Support asset verification exercises and maintain updated asset records.
- Participate in value-for-money assessments and vendor evaluations where needed.

E. Operational Support to The Oversight

- Provide financial data and insights to programme teams for planning and decision-making.
- Support digital finance initiatives, including ERP and mobile money systems.

- Contribute to strengthening financial systems, Standard Operating Procedures, and internal controls.
- Perform any other finance-related duties assigned by supervisors, in line with existing and approved guidelines.

F. Supervisory Duties

- Oversee the Accounts Assistant in daily financial and administrative tasks.
- Review and verify the accuracy of financial records and documentation prepared by the Accounts Assistant.
- Provide technical guidance and on-the-job training to build the capacity of the Accounts Assistant.
- Ensure the Accounts Assistant adheres to internal controls and financial procedures.

3. Qualifications & Experience:

The candidate must have:

- Bachelor's degree in Accounting, Finance, Economics, or related field.
- CAT/AAT Technician, ACCA Level 1–2, or equivalent professional certification (added advantage).
- Minimum of 5 years relevant experience in public sector accounting or finance.
- Experience in donor-funded projects or international financial institutions (added advantage)
- Good understanding of government financial rules, budget execution, expenditure controls, and public sector accounting procedures.

4. Skills & Competencies:

The candidate must have:

- Strong knowledge and experience in the use of the IFMIS and other Accounting systems
- Strong numerical, data analytical, and problem-solving skills.
- Strong knowledge of **financial management, accounting, budgeting, and reporting**
- High attention to detail, accuracy, and integrity.
- Proficiency in MS Excel and other Microsoft Office applications.
- Ability to work under pressure and meet tight deadlines.
- Strong organizational and multitasking abilities.
- Good communication and interpersonal skills.
- Commitment to ethical conduct, confidentiality, and professionalism.

5. Submission and Submission Deadline:

Interested candidates should submit the following:

1. Application letter addressed to the Executive Director, National Social Protection Agency;
2. Updated Curriculum Vitae;
3. Copies of relevant academic and professional certificates; and
4. Any other supporting documents.

Applications may be submitted via email to hr@nsps.gm, copying executivedirector@nsps.gm, on or before the stated deadline.

Only shortlisted candidates will be contacted for further steps.

Deadline: 25th JUNE 2026 at 11:59pm