

## VACANCY: Centre Administrator

The Sierra Leone Urban Research Centre (SLURC) based in Freetown was created through a partnership between **Njala University** and **University College London**. The centre aims at building the research and analysis capacity of urban stakeholders in Sierra Leone; making urban knowledge available and accessible to those who need it, and delivering world leading research in order to influence the country's urban policy and practice.

SLURC welcome applications from everyone irrespective of gender and ethnic group but, as women are currently under-represented, we would strongly encourage applications from women for this position. We offer a **Competitive Salary**.

**Job Specification:** Under the management of the Co-Directors and Project Manager, the Centre Administrator will be responsible for the following duties:

- Manage daily accounting and cash flow
- Coordinate financial reporting
- Prepare SLURC accounts for auditing process
- Assist in the logistical arrangements for project delivery;
- Draft regular financial reports; identifying shortfalls in delivery, budget overruns, etc., and brings to the attention of management.
- Serves as focal point for administrative and financial coordination of project implementation activities
- Assisting with preparing status reports, performance reporting, and tracking project staffing requirements and expenditures;

### Person Essentials

- Relevant qualification and experience of administration and organisation accounting (possibly in an organisation with multiple simultaneous projects)
- Capacity to work autonomously on financial and accounting processes
- Experience in forecasting expenditures
- Attention to detail and compliance with formal procedures
- Works collaboratively with colleagues to achieve organizational goals
- Speaks and writes clearly and effectively
- Proficient Computer literacy & Good knowledge of MS Office package

### Person Desirables

- Demonstrable experience in preparing accounts for auditors
- Demonstrable experience of accounting for non-profit organisations (e.g. NGOs, Research Institutes)
- Demonstrable experience of preparing financial report to different funders
- Demonstrable experience of setting up new systems and processes during organisational changes

**HOW TO APPLY:** Download the full Job Description and Person Specification from <http://www.slurc.org/job-advert.html> and read them carefully. Please submit: (1) a covering letter explaining your motivations to apply for the post and **how your experience and skills fulfil the person specifications**, (2) a CV, and (3) contact details for two referees (we will not contact them without your permission).

Applications should be submitted by email to Dr Ibrahim Bun Kamara, email: [i.kamara@ucl.ac.uk](mailto:i.kamara@ucl.ac.uk) with in copy Dr Joseph Macarthy, email: [jm72macarthy@yahoo.com](mailto:jm72macarthy@yahoo.com) by September 16, 2016. The subject of the email should indicate: SLURC application and the position for which you are applying.