



## Call for Applications – Financial and Administrative Officer

### OVERVIEW

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**The Center for International Law Policy in Africa (CILPA)** is seeking a dedicated Financial and Administrative Officer to join our growing team. This position plays a vital role in supporting the financial operations and administrative functions of our organization. Meticulous attention to detail, financial acumen, and administrative proficiency are crucial for success in this role.

Location: Freetown, Sierra Leone.

Employment type: Fixed term contract.

Salary: Competitive.

Application deadline: 2<sup>nd</sup> April 2026

### ABOUT CILPA

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CILPA is an independent and non-profit think tank that aims to shape discourse and build bridges between research, policy, and practice on issues of international law, and regional law in Africa. It is incorporated as a company limited by guarantee under Sierra Leonean law in accordance with the Companies Act No. 5 2009 (as amended), with an office in Freetown, Sierra Leone and at Florida International University, Miami, United States of America.

CILPA's work focuses on critical issues of public and private international law of particular relevance to the continent of Africa. As a research center, CILPA is dedicated to the scientific study of, and promotion of knowledge of international law, and regional law, especially African Union law, and their role as vehicles to advance peace, stability, security, as well as social and economic development. CILPA's vision is to become one of the leading think tanks on issues of public, and private international law, as well as African Union law in Africa. More information about the think tank can be found at [www.cilpa.org](http://www.cilpa.org).

### RESPONSIBILITIES

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1. Financial Management:

- Managing financial transactions, including accounts payable and receivable.
- Processing, verification, and reconciliation of invoices.

- Review and processing employee expense reports and reimbursements.
- preparation and filing of tax returns and ensuring compliance with tax regulations.
- Maintain accurate financial records and documentation, including filings with relevant regulatory authorities.
- Managing financial software systems, ensuring they are up-to-date and functioning properly.
- Prepare financial reports for grantors, ensuring compliance with grant requirements and regulations.
- Assist in budget planning and monitoring to ensure effective allocation of resources.
- Collaborate with the management team to reconcile accounts and prepare financial statements.
- Maintain comprehensive files and documentation for audit purposes
- Liaise with external auditors during the annual audit period.

## 2. Administrative Support:

- Provide administrative assistance to various departments and personnel within the organization, including scheduling meetings, managing correspondence, and organizing files.
- Prepare meeting agendas, taking minutes, and ensuring follow-up on action items.
- Assist in organizing events, meetings, and conferences.
- Coordinate travel arrangements and accommodations for staff and third parties.
- Support the procurement process by obtaining quotes, processing purchase orders, and tracking deliveries.
- Handling incoming and outgoing communications, including emails, phone calls, and mail.
- Perform general office duties such as answering phones, greeting visitors, and ordering office supplies.
- Perform a variety of out-of-office tasks and errands, such as picking up and delivering documents and other items, picking up supplies, and managing other essential off-site responsibilities to support daily office operations.

## REQUIREMENTS

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- Bachelor's degree (**preferably 2:1 and upper**) in finance, accounting, business administration, or a related field.
- At least **Five-year's** experience in financial management, grant administration and administrative support.

- Strong proficiency in Microsoft Office suite, particularly Excel, Quickbooks and related software for financial analysis and reporting.
- Excellent organizational skills with the ability to prioritize tasks and manage multiple deadlines effectively.
- Attention to detail and accuracy in data entry and financial record-keeping.
- Strong communication skills in English, both written and verbal, with the ability to interact professionally with stakeholders.
- Ability to work independently as well as collaboratively in a team-oriented environment.
- Familiarity with non-profit organizations and grant funding mechanisms is a plus.

## APPLICATIONS

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To apply for the position please send your resume and a cover letter (max. 1 page) to [cjalloh@cilpa.org](mailto:cjalloh@cilpa.org) and copy [fbseisay@cilpa.org](mailto:fbseisay@cilpa.org) and [cstrydom@cilpa.org](mailto:cstrydom@cilpa.org) by **2<sup>nd</sup> April 2026**, with “CILPA Financial and Admin Officer” and your name and surname in the subject line: e.g. CILPA Financial and Admin Officer\_Jane Doe.

In the cover letter please include the following:

- Your name, field and level of study.
- Why you are interested in this position with CILPA.
- How your experiences and skills make you suitable for the position
- Any other relevant information.
- Please also provide the name and email address of at least one reference in your resume.

CILPA is an equal opportunity employer and encourages applications from all qualified individuals, including women, people of colour, individuals with disabilities, and those from other underrepresented groups.

If you are shortlisted for the position we will schedule an online or in-person interview.

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