

PLASTIC LOOP GAMBIA

Advancing Plastic Waste Management Through Circular Economy Approaches

STAFF RECRUITMENT ADVERTISEMENT

(Recruitment in anticipation of donor approval)

Senior Finance and Administrative Officer

Location: Project Sites

Employment Type: Full-Time Contract

Duration: 12 months, renewable depending on performance and project funding availability

Remuneration: Competitive, commensurate with qualifications and experience

Reports To: Local Project Lead / Project Manager

ABOUT THE PROJECT

Hustle for Humanity Gambia (HFH-G) and Ayara Foundation Switzerland are pleased to announce the anticipated recruitment of qualified and motivated Gambian professionals for Plastic Loop Gambia, a project entitled “Advancing Plastic Waste Management Through Circular Economy Approaches”. The initiative turns plastic waste into useful products, creates jobs and raises local economic value through collection, recycling, manufacturing and community engagement in the Greater Banjul Area. It supports the government's ongoing commitment to environmental sustainability and public health, and will operate as the country's second organised plastic waste collection point, strengthen stakeholder awareness of sustainable waste management, and generate livelihood opportunities for vulnerable groups.

This initiative is currently pending final approval and funding from our donors. Recruitment will proceed only upon formal approval and disbursement of funds. Only shortlisted candidates will be contacted for an interview.

JOB SUMMARY

We are looking for a highly organised and experienced Senior Finance and Administrative Officer to oversee financial management and administrative operations for the Plastic Waste and Circular Economy Project. The role involves budgeting, financial reporting, compliance, procurement and general office administration to ensure smooth project implementation aligned with donor requirements and policies.

KEY RESPONSIBILITIES

Financial Management

- Prepare, monitor and manage project budgets, forecasts and cash flow plans in collaboration with project staff.
- Oversee financial transactions to ensure accuracy, compliance and timely processing.
- Maintain detailed financial records, including accounts payable/receivable, expense tracking and cash flow management.
- Generate regular financial reports (monthly, quarterly, annually) for internal teams and donors.
- Coordinate internal and external audits, ensuring adherence to audit recommendations and financial controls.
- Process payments, receipts, advances, reimbursements and other financial transactions.
- Review supporting documents before approving or recommending payments.
- Ensure that expenses are eligible, reasonable, properly authorised and within approved budgets.
- Monitor budget performance, identify variances and financial risks, and prepare variance analysis.
- Prepare regular financial reports for management, donors, partners and relevant authorities.
- Manage petty cash and conduct regular reconciliations.
- Coordinate banking activities, deposits, and transfers.
- Perform monthly bank reconciliation of accounts.

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- Ensure timely payment of salaries, suppliers, taxes, fees and statutory contributions.
- Maintain an orderly financial filing and document retention system.
- Ensure compliance with donor regulations, organisational policies and statutory requirements.
- Support financial forecasting, variance analysis and cost-control initiatives.

Budget Control and Reporting

- Support the preparation of annual, quarterly and activity-based budgeting.
- Track expenditure against budgets and plans, and provide financial analysis and recommendations to the Local Project Lead / Project Manager.
- Prepare financial information for project reviews, flag significant variances and process corrective actions.
- Ensure donor-specific financial requirements are followed, and support audits and responses to audit findings.

Procurement and Contract Administration

- Coordinate procurement in accordance with approved policies and procedures.
- Obtain quotations, prepare bid documentation and maintain procurement records.
- Support evaluation committees and ensure transparent supplier selection.
- Review purchase requests, purchase orders, contracts, invoices and delivery documentation.
- Maintain an approved supplier and consultant database.
- Monitor contract dates, deliverables, payments and performance.
- Identify and declare potential conflicts of interest.
- Ensure procurement decisions provide value for money.

Human Resources and Personnel Administration

- Maintain personnel files, contracts, attendance records, leave records and payroll information.
- Coordinate recruitment, onboarding, orientation and staff exit procedures.
- Ensure employment practices comply with applicable laws and policies.
- Support preparation and processing of payroll and statutory deductions.
- Maintain confidentiality of employee and salary information.
- Track staff performance review schedules, training and professional development.
- Support staff welfare, grievance handling and disciplinary procedures in coordination with management.
- Ensure all staff receive relevant policies, codes of conduct and safety guidance.

General Administration

- Manage office operations, facilities, supplies, utilities and service providers.
- Maintain office inventories, asset registers and equipment records.
- Coordinate travel, accommodation, meetings, workshops and events.
- Ensure vehicles, equipment and premises are properly maintained.
- Manage correspondence, filing, records management and document control.
- Support communication between field teams, management, suppliers, partners and authorities.
- Ensure adequate availability of stationery, PPE, forms and other operational supplies.
- Maintain appropriate insurance, licences, registrations and permits.

Administrative Support

- Manage procurement processes for goods and services, ensuring transparency, competitiveness and compliance with guidelines.
- Supervise and maintain office facilities, supplies and equipment necessary for effective project operations.
- Coordinate logistics for meetings, workshops, travel arrangements and other project-related activities.
- Maintain personnel records, assist with recruitment processes and support human resources functions as needed.

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- Facilitate communication and coordination among project staff, partners and vendors.

Team Leadership and Coordination

- Provide guidance and supervision to junior finance and administrative staff.
- Train project team members on financial policies, procedures and best practices.
- Collaborate closely with project management, technical teams and external stakeholders to ensure integrated financial and administrative support.

Compliance and Risk Management

- Ensure compliance with policies, donor conditions, contracts, tax requirements and applicable laws.
- Monitor financial, operational, procurement, fraud, safeguarding and security risks.
- Maintain a risk register and support implementation of mitigation measures.
- Prevent and report fraud, corruption, conflicts of interest and misuse of resources.
- Ensure required approvals are obtained before commitments or expenditures are made.
- Support implementation of audit recommendations and internal control improvements.
- Immediately escalate suspected misconduct, major financial irregularities or serious compliance issues.

Support to Field Operations

- Ensure field teams receive approved funds, supplies, equipment and administrative support on time.
- Review field advances and verify timely retirement with complete documentation.
- Support field logistics, travel planning, procurement and event arrangements.
- Reconcile field activity records with financial expenditure.
- Conduct or support field visits, spot checks and inventory verification.
- Advise field staff on financial and administrative procedures.

Records and Data Protection

- Maintain complete, accurate and accessible financial and administrative records.
- Ensure records are securely stored in both physical and electronic formats.
- Restrict access to confidential information.
- Follow data protection, retention and disposal requirements.
- Maintain audit trails for financial transactions and administrative decisions.

Team Supervision and Coordination

- Supervise finance, administration, procurement, logistics or support staff as assigned.
- Set work priorities, allocate responsibilities and monitor performance.
- Provide guidance, coaching and training to staff.
- Promote teamwork, accountability, ethical conduct and continuous improvement.
- Coordinate regularly with the Project Manager and technical departments.
- Participate in planning, review and coordination meetings.

This position is pivotal in ensuring the financial integrity and efficient administration of the Plastic Waste and Circular Economy Project, supporting sustainable project outcomes through sound financial stewardship and effective operational management.

The duties outlined above represent the primary functions of the role but are not exhaustive. The position may require additional responsibilities and special projects as assigned by management.

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QUALIFICATIONS

- Master's degree in Finance, Accounting, Business Administration or a related field; professional accounting qualification (e.g. CPA, ACCA, CA, CFA or CMA) preferred.
- At least 10 years of progressively responsible experience in finance and administration, preferably within environmental, sustainability or development projects.
- Strong knowledge of financial management software and Microsoft Office (Excel, Word, PowerPoint).
- Experience managing donor-funded projects, with an understanding of compliance and reporting requirements.
- Excellent organisational, analytical and problem-solving skills.
- Integrity, attention to detail and the ability to handle confidential information professionally.
- Strong interpersonal and communication skills to work effectively with diverse teams and stakeholders.
- Ability to multitask, prioritise and meet deadlines in a fast-paced environment.

WORKING CONDITIONS

- Office-based position with occasional in-country travel to project sites and partner locations.
- Standard working hours (8 am – 5 pm) with possible extended hours during peak project periods or audits, including weekends and public holidays.

HOW TO APPLY

Interested candidates are invited to visit the website <https://www.plasticcircles.com> to submit their updated CVs and cover letters detailing their suitability for the anticipated positions to plasticloopgambia@gmail.com on or before 15th November 2026.

Hustle for Humanity Gambia (HFH-G) is carrying out this recruitment as the local implementation lead, in partnership with Ayara Foundation Switzerland as the international programme lead.

Hustle for Humanity Gambia and Ayara Foundation Switzerland are equal opportunity employers that value diversity. Women and candidates from underrepresented groups are strongly encouraged to apply.