



**THE NATIONAL HUMAN RIGHTS COMMISSION**

**National Secretariat, Kotu (Opposite DSTV), KSMD**

**Telephone: 4461713 / 4461717**

**VACANCY ANNOUNCEMENT**

The **National Human Rights Commission (NHRC) Secretariat** invites applications from suitably qualified Gambians for the position of **Finance Assistant**. The post holder will report directly to the **Director of Finance**.

**PURPOSE OF THE JOB**

The Finance Directorate is responsible for ensuring sound financial management, accountability, and compliance with applicable financial regulations and policies of the institution. Under the overall supervision of the Finance Director, the **Finance Assistant** will provide financial and accounting support to ensure the efficient and cost-effective functioning of the Finance Directorate, aimed at promoting the NHRC's mandate.

**DUTIES AND RESPONSIBILITIES**

1. Prepare payment vouchers in accordance with approved procedures;
2. Ensure all cheques are accurately prepared, properly supported, and duly authorized prior to issuance;
3. Maintain proper records of payment vouchers and issued cheques for audit and reference purposes;
4. Assist in the preparation and maintenance of the manual cash books;
5. Conduct regular reviews of bank balances to ensure appropriate levels;
6. Assist in budget preparation processes;
7. Have custody of the petty cash float and maintain the Secretariat's petty cash transactions and petty cash book;
8. Raise payments in the IFMIS EPICOR system in the absence of the Finance Officer;
9. Ensure collection and proper documentation of receipts from vendors for all payments made via direct transfer;
10. Assist in the preparation of the accounts for audit purposes;
11. Manage all banking transactions, monitor account activities, and coordinate with banks to resolve any discrepancies or issues;
12. Carry out any other job-related tasks assigned by the Finance Director and/or Finance Officer that commensurate with the position;

## **QUALIFICATION & EXPERIENCE**

- AAT/CAT part or fully qualified or bachelor's degree in accounting or related field;
- Minimum of three (3) years' work experience in a similar role in either the private or public sector;
- Advanced knowledge of a wide range of accounting software; Experience in the use of IFMIS will be an added advantage;

## **PERSON SPECIFICATION**

- Strong computer skills including proficiency in MS Office (Microsoft Word, PowerPoint, Excel);
- Excellent communication and report writing skills;
- Demonstrate sound work ethics including the ability to meet deadlines;
- Demonstrate capacity to prioritize work and deliver results in a timely manner;
- Must be self-initiated and be able to work independently as well as in a team environment;
- Ability to exercise the highest level of responsibility in handling confidential and sensitive issues;
- Fluency in at least two (2) local languages spoken in The Gambia is an added advantage;

## **IMPORTANT INFORMATION FOR APPLICANTS**

Deadline for submission of Application: **Friday, 30<sup>th</sup> January 2026 at 12pm.**

**Remuneration: A competitive compensation and benefits package will be offered to the successful candidate.**

Applications along with relevant supporting documents including names and contact details of two referees and clearly marked: **"Application for Finance Assistant "**, should be addressed to: **Executive Secretary, National Human Rights Commission, National Secretariat, Kotu** - Google Code: **C7WR+WFQ**. Applications can be submitted either in person at the National Secretariat or via email to: [advert@gm-nhrc.org](mailto:advert@gm-nhrc.org)

**Late or incomplete applications will not be considered. Prior to issuance of an offer letter to the successful candidate, a background and reference check will be conducted.** Due to the high volume of applications expected for the position, only short-listed candidates will be contacted. *The National Human Rights Commission is an equal-opportunity employer.* Female candidates are strongly encouraged to apply.

***NB: Only applications either hand-delivered or sent by email would be accepted.***

**Please note that NHRC does not tolerate sexual exploitation and abuse, including sexual harassment, and discrimination. Therefore, successful candidates will be expected to adhere to these standards and principles.**