

Terms of Reference (TOR) for Finance Specialist – SDF Board of Directors

Introduction:

The Social Development Fund (SDF) is a government-owned development finance institution that supports inclusive and sustainable development in The Gambia by providing financial and technical assistance to Micro, Small, and Medium Enterprises (MSMEs), community-based organizations, and vulnerable groups. SDF focuses on expanding access to finance, promoting job creation, reducing poverty, and strengthening livelihoods across the country.

To enhance its governance and financial oversight capacity, SDF seeks to appoint a Finance Specialist to its Board of Directors. The appointee will bring strategic financial expertise to guide the institution's operations, risk management, and resource mobilization efforts.

Roles and Responsibilities

The Finance Specialist will contribute to high-level financial governance, risk oversight, and strategic planning. Key responsibilities include:

- Ensure that SDF operates in full compliance with national financial regulations, applicable risk management policies, and international financial reporting standards.
- Promote sound financial governance, transparency, and accountability in the management of funds, including donor and government resources.
- Provide oversight of internal control systems, audit processes (internal and external), and ensure the timely implementation of audit recommendations.
- Advise on risk mitigation strategies, particularly related to loan portfolio management, operational expenditures, and fiduciary responsibilities.
- Contribute to the development of sustainable financing models to strengthen SDF's capital base and expand its outreach to MSMEs and community projects.
- Support resource mobilization and partnerships with development partners, financial institutions, and government agencies.
- Monitor financial performance indicators and ensure financial reporting meets the expectations of key stakeholders including the Government, donors, and beneficiaries.
- Advise on budget planning, cost control measures, and financial sustainability frameworks for SDF programs.

Required Qualifications & Experience

The ideal candidate should meet the following criteria:

- A solid background in Finance, Accounting, Auditing, or related disciplines, preferably with exposure to development finance, microfinance, or public financial management.
- At least 10 years of progressive experience in financial management, auditing, or strategic financial oversight.
- A Master's degree in Finance, Accounting, Economics, Business Administration, or a related field.
- A recognized professional certification such as ACCA, CPA, CA, or CIMA is highly desirable.

- Demonstrated experience in financial compliance, risk assessment, fund management, and strategic financial planning.
- A strong understanding of development finance principles, with the ability to provide strategic guidance to a Board and support institutional growth and sustainability.

Term of Service as Board of Director at SDF

- The appointment to the SDF Board of Directors shall be for a period of three (3) years, subject to renewal based on performance and institutional needs.

Interested and qualified candidates shall submit the following:

- A detailed CV
- A cover letter expressing interest and outlining relevant contributions they can bring to the SDF Board.
- Applications to be submitted at the SOE Commission Office at Old Jeshwang, Opposite Gambia Methodist Academy (GMA), or sent via email to: info@soec.gm or soecommission@gmail.com no later than **Friday, July 4th 2025.**