



ANNOUNCEMENT OF VACANCY

GRADUATE INTERN

Sierra Leone Association of Commercial Banks (SLACB) is looking for an **GRADUATE INTERN** to join its winning team.

Requirement

- ✓ Recent graduate (0-3 year maximum) in Business Administration, Economics, Accounting, Finance.
- ✓ Strong communication skills- oral and written English.
- ✓ Familiarity with Microsoft applications; Word, Excel, PowerPoint.
- ✓ A background in Information Technology will be a plus.
- ✓ Applicants should be below the age of 28.

If you meet the criteria and are interested, please send to HR@slacb.org the following pieces of information:

- 1) An application letter
- 2) A curriculum vitae
- 3) Two letters of recommendation (The contact information of the Referees should be included)

KINDLY BE INFORMED THAT ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED.

CLOSING DATE: 8th April, 2026



WE ARE HIRING!!!!

Sierra Leone Association of Commercial Banks (SLACB) is looking for an **Administrative Officer** to join its winning team.

Requirements

- A minimum of four years of professional and relevant experience.
- A bachelor's degree in any of the Social Sciences- Business Administration, Financial Management, Accounting, Economics or Commerce.
- Highly Proficient in MS office packages- (Excel, Word, PowerPoint)
- Sound verbal and written English communication skills.

To apply for this position, kindly send to the attention of the Human Resource Manager, SLACB at HR@slacb.org

- 1) An Application Letter to include salary expectations.
- 2) A curriculum vitae
- 3) Two letters of recommendation.
- 4) One essay at least two pages long, on the following scenario;

In compliance with the requirement of the regulator, every pupil at Koboco Primary School was required to provide the school with two passport pictures. The Headmistress Mrs. Cole, arranged with Mr. Ali Kamara, a photographer to come by the school to take the pictures. Ali charged Le40 for the pictures, but the Headmistress negotiated it down to Le 25 per child, since there were 230 pupils in her school. Mr. Ali Kamara agreed. When the photographer was leaving, he went by Mrs. Musa's, who was the school's Administrative Officer to inform her that an arrangement had been reached and that he would come by the next day to start taking the pictures. He informed Mrs. Musa that a fee of Le 25 had been agreed on.

Later on in the afternoon, the Headmistress called Mrs. Musa into her office and told her that she was to inform the pupils during school assembly the next day that they are each to pay Le 35 for their passport pictures and that the money would be collected the following day. She added that any pupil that did not bring the sum of Le 35 would be sent home.

Mrs. Musa is shocked and

Kindly continue the story. Please be informed that AI Generated essays shall be discounted,

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Closing Date: 6th April, 2026



ANNOUNCEMENT OF VACANCY

Program Coordinator

Sierra Leone Association of Commercial Banks (SLACB) was incorporated in 2011 and operates as an umbrella institution for all commercial banks in Sierra Leone. SLACB's broad mandate is to promote the business of the development of commercial banking in Sierra Leone.

SLACB therefore seeks a qualified individual to serve as PROGRAM COORDINATOR for the purpose of facilitating, implementing and coordinating all activities that aid in the realization of the Association's charter.

The Program Coordinator shall report directly to the Executive Secretary, who serves as the Administrative Head of the Association.

Experience and Desired Qualifications:

1. A minimum of seven years of work experience in any of the following areas; administration, banking, finance, accounting or ICT.
2. Leadership and Managerial experience, a strong advantage.
3. Knowledge of content creation, social media management, graphics design is a plus.
4. Bachelor's degree in any of the Social Sciences from a reputable university.
5. Graduate degree and/or relevant professional accounting or banking certification(s) is a plus.
6. Excellent communication skills in written and oral English.
7. Highly Proficient in the use of Microsoft Word Applications.
8. Strong work ethic and be an enthusiastic team player.
9. Commitment to the aims and values of SLACB- i.e., Respect, Integrity, Cleanliness and Excellence.

Applicants are to submit the following five (5) pieces of documentation to HR@SLACB.ORG.

- 1) An application letter to include salary expectations
- 2) A curriculum vitae
- 3) Two letters of recommendation. (The contact information of the referees must be included.)
- 4) Please share a real-life story within in your seven plus years career, in which you misjudged or misunderstood a situation, and narrate the outcome of experience.
(The essay shall be no more than two pages long and any AI Generated work shall be discounted.)

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Closing Date: 6th April, 2026



VACANCY ANNOUNCEMENT

SLACB, a high-paced, high-energy, reputable and English-speaking institution, is in search of a competent and result-oriented **Finance Officer**, who shall ensure the smooth running of the institution, in all matters that relate to book-keeping and office management.

Key Responsibilities

- Maintain general, budgetary and analytical accounts using QUICKBOOKS
- Ensure payment of invoices
- Produce periodic and annual financial statements
- Establish monthly bank reconciliation statements
- Maintain Fixed Asset Register

Qualification and Experience

- Have at least four years of professional experience in the field of Accounting and/or Finance Management.
- Sound knowledge and practical experience with the accounting software Quick Books.
- Highly Proficient in MS office packages- (Excel, Word, Powerpoint)
- Sound verbal and written English communication skills
- A Bachelor's Degree in any of the Social Sciences and/ or a Professional Accounting Accreditation.

To apply for this position, please send via email to HR@slacb.org the following pieces of information;

- 1) An application letter to include salary expectation.
- 2) A curriculum vitae
- 3) Two letters of recommendation.
- 4) One essay at least two pages long, on the following scenario;

Abigail was hired at XYZ Co. Ltd as a book-keeper. She was excited about the post as she had been without a job for about two years. On her first day of work, she was introduced to other employees at the company including her direct supervisor. She settled down quickly and learnt quite fast. Her boss was really pleased with her. One day, she was asked by her boss to write a cheque for Le 4,000 instead of Le 400 and for them to share the difference of NLE 3,600 between themselves. What should she do?

ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED. CLOSING DATE: 6th April 2026

