



BRIDGESTONE

SECURITY & PROFESSIONAL
SERVICES (SL) LTD

4 west Street, off Pademba road,
Freetown, Sierra Leone.

+232 78640302 / +232 78556192

bridgestone.slsec@gmail.com /
marioncontehesther@gmail.com

www.bridgestonesl.com

VACANCY ANNOUNCEMENT

Bridgestone Security and Professional Services SL Ltd is an indigenous, elite, full-spectrum security and professional services company in Sierra Leone, delivering bespoke and high-profile is seeking to recruit a dynamic, dedicated, and results-driven individual to fill the position of Marketing / Finance Officer.

Position Title: Marketing / Finance Officer

Reports To: General Manager

Duty Station: Freetown, Sierra Leone.

Job Purpose

The Marketing / Finance Officer will be responsible for supporting the company's marketing activities, business development initiatives, financial management, and administrative operations. The successful candidate will play a key role in promoting the company's services, generating new business opportunities, and maintaining accurate financial records.

Key Responsibilities

Marketing and Business Development

- Develop and implement marketing strategies to promote the company's services.
- Identify and pursue new business opportunities and potential clients.
- Prepare marketing materials, proposals, and presentations.
- Conduct market research and competitor analysis.
- Manage the company's social media platforms and online presence.
- Build and maintain strong relationships with existing and prospective clients.
- Support tender preparation and contract acquisition activities.

Finance and Administration

- Maintain accurate financial records and bookkeeping systems.
- Prepare invoices, receipts, payment vouchers, and financial reports.
- Monitor accounts receivable and accounts payable.

MISSION

To protect, support, and empower the future of our valued clients by delivering elite security solutions and unparalleled professional services.

VISION

To be the premier benchmark of trust and excellence in the private security and professional services industry.

VALUES

- ✓ Bold Integrity
- ✓ Relentless Vigilance
- ✓ Innovation-Driven
- ✓ Dependability
- ✓ Growth & Excellence
- ✓ Empathy & Respect



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- Assist in budget preparation and financial planning.
- Reconcile bank accounts and maintain cash records.
- Support payroll preparation and staff payment processes.
- Ensure compliance with company financial policies and procedures.

Qualifications and Requirements

- Diploma or Bachelor's Degree in Marketing, Finance, Accounting, Business Administration, or a related field.
- Professional qualifications in Accounting or Finance will be an added advantage.
- Minimum of two (2) years relevant work experience.
- Strong knowledge of marketing principles and financial management.
- Proficiency in Microsoft Office applications, particularly Excel and Word.
- Knowledge of accounting software will be an added advantage.
- Excellent communication, negotiation, and interpersonal skills.
- Strong analytical and organizational abilities.

Skills and Competencies

- Marketing and sales skills.
- Financial reporting and bookkeeping.
- Client relationship management.
- Communication and presentation skills.
- Problem-solving and decision-making abilities.
- Attention to detail and accuracy.
- Ability to work independently and meet deadlines.

Application Process

Interested and qualified candidates should submit:

- Application Letter
- Detailed Curriculum Vitae (CV)
- Copies of Academic and Professional Certificates

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- Contact details of at least two referees

Applications should be submitted electronically to:

Email: bridgestone.slsec@mail.com

Subject Line: Application for Marketing / Finance Officer Position

Application Deadline: 24th July, 2026.

Only shortlisted candidates will be contacted.



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