



## JOB DESCRIPTION

**Position:** Treasury Advisor

**Responsible to:** Head of Finance

**Location:** Abuja

**Grade:** 7

**Line Management:** None

### Overall Purpose

The position holder will contribute to maintaining adequate financial integrity in supporting quality and timely data input for generation of financial reports. S/he will be responsible for timely processing of funds for programme activities for AAN and contribute to strengthening the internal control and accounting systems of the organisation.

### Specific Responsibilities

- Daily input of all payment vouchers into SUN Accounting system and processing of cash and bank payment vouchers.
- Daily Treasury report on all bank accounts and monitor balances for Management decision.
- Document, control and secure Accounting Records.
- Monitor bank and investment accounts
- Investigate, follow up and clear all reconciling items.
- Maintenance of Petty cash (GBP, USD, NGN) payment and ledger reconciliation.
- Ensure that petty cash balances are paid back into AAN Bank accounts at the end of the year latest 31<sup>st</sup> December.
- Preparation of Country Director Expenditure for quarterly report to AAN Board Chair
- Liaise with banks on all banking operations.
- Preparation of monthly withholding tax schedule for remittance.
- Receipt of cash and cheque payment to AAN
- Provide monthly exchange rate operations
- Issuance and disbursement of cheques upon approval by authorized personnel
- Any other duties as assigned by line manager

### Persons Specification

Attributes/Skills	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"><li>• First degree in Accounting/Finance</li></ul>	<ul style="list-style-type: none"><li>• Relevant accounting professional certification</li></ul>
Experience	<ul style="list-style-type: none"><li>• At least four (4) years post NYSC</li></ul>	<ul style="list-style-type: none"><li>• Development sector experience as a</li></ul>

	<p>experience, three (3) of which should have been spent in a finance position.</p> <ul style="list-style-type: none"> <li>• Experience in implementing financial control systems</li> <li>• Sound Practical Knowledge of accounting software and Spreadsheets</li> </ul>	<p>finance person</p> <ul style="list-style-type: none"> <li>• Knowledge of the SUN Software is an added advantage</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Accuracy and attention to details</li> <li>• Excellent interpersonal &amp; negotiation skills</li> <li>• High sense of Integrity</li> <li>• Ability to work well with minimum supervision</li> <li>• Ability to interface effectively with other members of staff and solve problems using own initiative</li> <li>• Ability to work under pressure</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communications skills</li> <li>• Accuracy and attention to details</li> <li>• High integrity</li> <li>• Ability to work extra hours as may be required</li> <li>• Effectively promote the AAN's mission values, and objectives</li> </ul>	

**Key Working Relationships:**

**Internal:** Entire AAN Staff.

**External:** AAN Partners, Services Providers, Government Agencies and other stakeholders

Signed by: \_\_\_\_\_  
**Treasury Advisor**

Signed by: \_\_\_\_\_  
**Head of Finance**