



## JOB DESCRIPTION

**Position:** Finance Advisor  
**Responsible to:** Finance Manager (PARTNERSHIP)  
**Location:** Abuja  
**Grade:** 6  
**Line Management:** None

### Overall Purpose

The post holder will ensure maintenance of adequate financial integrity in supporting quality and timely data input for generation of financial reports, review and analyze accounting ledgers. S/he will also contribute to strengthening the internal control and accounting systems of AAN and partner organizations.

### Specific Responsibilities

- Work with the Finance Manager on the financial planning processes of the long term (three-year planning) and short term (annual budgeting) plans that feed into the National Plans.
- Assists in the preparation of financial reports as required by the project
- Attend to project specific internal/external audit
- Work with other members of the project team in planning and forecasting
- Follow through AA Nigeria communication procedures with donor and implementing partners
- Strictly adhere to AA Nigeria policies and procedures and observance with agreement or donor Memorandum of Understanding (MoU)
- Support Implementing partners organisations' grant management process
- Provide organizational development support to Implementing partner organisations
- Support capacity assessment, financial and accounting processes review, and prepare reports on partner organizations as may be assigned by the Finance Manager-Partnership
- Provide financial support to fundraising and proposal writing for the organisation
- Monitor and review staff advances, retirements; and post hold journals
- Responsible for reconciliation of projects, bank accounts and other assigned ledgers
- Any other duties as assigned by line manager and Management

### 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. E.g ICAN</li></ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least four (4) years post NYSC experience, three (3) of which should have been spent in a finance position.</li> <li>• Experience in implementing financial control systems</li> </ul>	<ul style="list-style-type: none"> <li>• Development sector experience as a finance person</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Sound Practical Knowledge of any accounting software and Spreadsheets</li> <li>• Ability to work well with or without supervision</li> <li>• Ability to work under pressure</li> <li>• Ability to interface effectively with other members of staff and solve problems using own initiative</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 sense of integrity</li> <li>• Willing to work additional hours at crucial times</li> <li>• Ability to work with minimal supervision</li> <li>• Effectively promote the AAN's mission values, and objectives</li> </ul>	

**Key Working Relationships:**

**Internal:** All AAN staff

**External:** AAN Partners and other stakeholders

Signed by: \_\_\_\_\_  
**Finance Advisor**

Signed by: \_\_\_\_\_  
**Finance Manager (Partnership)**