

**JOB DESCRIPTION**

**Position: Finance Advisor, Migration and Reintegration Project**

**Responsible to: Partnership Finance Specialist**

**Location: Abuja**

**Grade: 7**

**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 for the Migration and Reintegration Project.S/he will also contribute to strengthening the internal control and accounting systems of AAN and partner organizations.

**Specific Responsibilities**

* 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
* 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 Head of Finance
* 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
* Support the financial planning processes of the long term (three-year planning) and short term (annual budgeting) plans that feed into the National Plans.
* Any other duties as assigned by line manager and Management.

**Key Working Relationships:**

**Internal:** Entire AAN staff

**External:** Partners, donor and other stakeholders

**Persons Specification**

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| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/Qualifications** | * First degree in Accounting/Finance
 | * Relevant accounting professional certification. E.g., ICAN
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| **Experience** | * At least five (5) years post NYSC experience in related finance position.
* Experience working on a multi-country project.
* Experience in implementing financial control systems
 | * Development sector experience as a finance person
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| **Skills/Abilities** | * Sound practical knowledge of any accounting software and Spreadsheets
* Ability to work well with or without supervision.
* Ability to work under pressure.
* Ability to interface effectively with other members of staff and solve problems using own initiative
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| **Personal Qualities** | * Excellent interpersonal and communications skills
* Accuracy and attention to details
* High sense of integrity
* Willing to work additional hours at crucial times.
* Ability to work with minimal supervision.
* Effectively promote the AAN’s mission values, and objectives
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Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Finance Advisor**

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Partnership Finance Specialist**