

# JOB DESCRIPTION

**Position: Finance Officer, Renewed Women’s Voices and Leadership (RWVL) project (2)**

 **Responsible to: Finance Specialist, RWVL**

**Location: Abuja and Lagos**

**Grade: 6**

**Line Management: None**

**Job 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 ActionAid Nigeria 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 the Finance Specialist on the financial planning processes of the long term (three-year planning) and short term (annual budgeting) plans that feed into the National Plans.
* Work with other members of the project team in planning and forecasting
* Follow through ActionAid Nigeria communication procedures with donor and implementing partners.
* Strictly adhere to AA Nigeria policies and procedures and observance with agreement of donor Memorandum of Understanding (MoU)
* Monitor Partner Budget implementation and performance.
* Support Implementing partners organizations’ grant management process.
* Provide organizational development support to Implementing partner organizations.
* Support capacity assessment, financial and accounting processes review, and prepare reports on partner organizations as may be assigned by the Finance Specialist
* Bank Reconciliation of community sponsorship.
* Provide financial support to fundraising and proposal writing for the organization.
* Monitor and review staff advances, retirements, and post hold journals.
* Responsible for reconciliation of projects, bank accounts and other assigned ledgers
* Any other duties assigned by line manager.

**Persons Specification**

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| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/Qualifications** | * First degree in Accounting/Finance
 | * Relevant accounting professional certification
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| **Experience** | * At least three (3) years’ post NYSC experience, which should have been spent in a finance position.
* Experience in implementing financial control systems.
* Sound practical Knowledge of any accounting software and Spreadsheets.
 | * Development sector experience as a finance person
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| **Skills/Abilities** | * Excellent communication skills
* Accuracy and attention to details
* Excellent interpersonal & negotiation skills
* Ability to work well with or without supervision
* Ability to multi task
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| **Personal Qualities** | * High sense of integrity
* Williness to work additional hours when necessary.
* Effectively promote AAN’s mission values, and objectives
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Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Finance Officer**

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

 **Finance Specialist RWVL**