

# JOB DESCRIPTION

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

**Responsible to: Finance Specialist, RWVL**

**Location: 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 |
| **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 |
| **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 |  |
| **Personal Qualities** | * High sense of integrity * Williness to work additional hours when necessary. * Effectively promote AAN’s mission values, and objectives |  |

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

**Finance Officer**

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

**Finance Specialist RWVL**