



## JOB DESCRIPTION

**Position:** Finance Officer

**Responsible to:** Finance Manager (Partnership)

**Location:** Abuja

**Grade:** 5

**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 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 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.
- 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 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

### Key Working Relationships:

**Internal:** All AAN staff

**External:** AAN Partners and other stakeholders

**Persons Specification**

<b>Attributes/Skills</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>	<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>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least three (3) years post NYSC experience, 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 interface effectively with other members of staff and solve problems using own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SUN accounting software is an added advantage</li> <li>• Ability to work under pressure</li> <li>•</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>• Effectively promote AAN's mission values, and objectives</li> </ul>	

Signed by: \_\_\_\_\_  
**Finance Officer**

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