

**Terms of Reference**

**Job Title: Treasury Consultant**

**Location: Abuja, Nigeria**

**Responsible to: Treasury Advisor**

**Line Management|: None**

# Job Purpose

The Treasury Consultant will contribute to maintaining adequate financial integrity in supporting quality and timely preparations of payments and strengthening the internal control and accounting systems of AAN.

**Specific Responsibilities:**

To accomplish the primary goal of the Treasury Consultant, the person will perform the following duties:

* Support the Treasury Advisor in the preparation and processing of payments.
* Ensure adequate and timely filing of documents within the finance directorate.
* Support in attending to demands within the treasury unit.
* Support in the retrieving of documents needed for audits while ensuring adequate filing is maintained
* Ensure accuracy and integrity of payments profiled.
* Support AAN periodic financial process and obligations
* Support in the disbursement of petty cash to staff
* Ensure proper documentation of all financial documents related to relevant projects.
* Support periodic internal and annual external audit processes.
* Any other tasks assigned by line manager

**Internal Relationships: Entire AAN staff**

**External Relationships: None**

**Persons Specifications:**

|  |  |  |
| --- | --- | --- |
| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/Qualifications** | * First Degree in Accounting/Finance or any relevant numerical related courses. |  |
| **Experience** | * Minimum of 2 years’ post NYSC experience in related field * Experience in Finance and administration | Experience working in INGO/NGO sector in similar role |
| **Skill Abilities** | * Ability to work under pressure * Working knowledge of office equipment, like printers and Scanner machines * Proficiency in MS Office (MS Excel, Word) * Excellent time management skills and the ability to prioritize work * Attention to details and problem-solving skills * Excellent written and verbal communication skills * Knowledge of treasury processes * Strong organizational skills |  |
| **Personal Qualities** | * A person of integrity * Able to work effectively in a diverse team environment * Willing to work additional hours at crucial times. * A self-motivated person able to work without close supervision * Effectively promote the AAN’s mission, values and objectives |  |

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

**Treasury Consultant**

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

**Treasury Advisor**