

**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:**

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| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/Qualifications** | * First Degree in Accounting/Finance or any relevant numerical related courses.
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| **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
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| **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
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Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **Treasury Consultant**

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**Treasury Advisor**