



Advert script for Finance Officer BMGF (HCD+)

Title: Finance Officer

Location: Abuja, Federal Capital Territory, Federal Republic of Nigeria

Duration: One year

Background:

Africa (HCD+) is a platform funded by Bill and Melinda Gates Foundation (BMGF) and will have the capability to serve as an African voice for advocacy, accountability and transparency on HCD. It will seek to accelerate political commitments, decision-making and funding for key priorities towards realising SDGs #1-6 in Sub-Saharan Africa. It aims to incubate regional advocacy and technical assistance hub on Human Capital Development towards increasing African Government's commitment, funding, and accountability to HCD. The platform, through increased HCD advocacy, focuses on three pillars: (i) Health and Nutrition; (ii) Education, skills and labour participation; (iii) Entrepreneurship, financial inclusion, and digital economy

Also, HCD sits across multiple Ministries, Departments and Agencies (MDAs) in many African governments. Hence, no organisation holds an integrated vision for HCD. An HCD-focused institution can further help the HCD agenda on the continent. It will focus on four missions: (i) Create transparency on the HCD performance across the continent; (ii) Advocate with heads of state and decision-makers to make HCD a priority; (iii) Ensure effective coordination and collaboration with stakeholders and decision-makers; (iv) Selectively drive the implementation of flagship programs in education, health and economic inclusion.

Position Objectives:

The Finance Officer (FO) reports to the Head Finance & Admin. The FO will be responsible for supervising all banking transactions, preparation of PVs, posting of PVs and preparation of financial reports. He/she is responsible for budget tracking, reviewing posted accounting transactions in the FAS, bank statements reconciliation, and preparation of staff payroll. The FO will also make

requisitions for funds, reimbursements, and involvement in the capacity building of relevant Staff on Financial management. He/she is to keep financial records and produce financial reports for audits.

Responsibilities & Duties:

- Working closely with the Head Finance & Admin, process all approved payments in line with standard practices with appropriate supporting documents
- As part of the finance team, provide administrative and technical support to the Staff to ensure that all advances are retired, and reports are prepared and submitted on a timely basis.
- Filling of retired payment vouchers with supporting documents.
- Assist with bank reconciliations, petty cash management, and cost projections.
- Posting of daily transactions (Income & Expenditure) using accounting Package daily entries, bookkeeping, filling vouchers and monthly journals, and updating the financial system daily ensuring duly supported documentation.
- Carry out banking transactions and recording inflows from home office and payment to vendors and other stakeholders.
- Preparation of Payment Vouchers (PVs).
- Posting of PVs and preparation of financial reports
- Responsible for budget tracking, bank statement reconciliation and preparation of staff payroll
- Assist reviewing all Procurement Requests for proper coding and budget adequacy before approval.
- In charge of making requisition for funds, reimbursement, and involvement in the capacity building of the Staffs on financial management
- Ensure that all statutory remittances are paid on or before their due dates.
- Lead the preparation of E-payments schedules for review daily.
- Payment request reviews, requests for additional information, and ensure that payments with the Finance team continue to move through the proscribed process.
- Review transactions for cost reasonableness, allowability and allocability.
- Keep financial records and write up financial reports.
- Coordinate and support the finance unit management of accounting systems, policies, and procedures in compliance with HCD+ established accounting standards, Generally

Accepted Accounting Principles (GAAP), donors' rules and regulations, and legal requirements to support high-quality programs serving the project beneficiaries.

- Prepare various periodic and ad hoc financial reports, as needed, and perform variance analyses to assist with decision-making and proper management of financial resources
- Assisting the Head of Finance & Admin in proper archiving of financial documents.
- Maintain petty cash and raise payment as per the demand
- Prepare and submit monthly cash forecasts.
- Any other duty that may be assigned.

Reporting:

The Finance Officer will report to the Head Finance and Admin.

Qualifications and Experience:

- A degree in a BSc. Accounting, Economics or Social Sciences is required
- 3 – 5 years of professional experience in an NGO environment
- Professional proficiency in spoken and written English and strong interpersonal communication skills
- Good working experience with Accounting package - QuickBooks
- Excellent working knowledge of Microsoft Office – Excel, Ms Word, PowerPoint, etc.
- Demonstrated flexibility and openness in responding to changing work priorities and environment
- Demonstrated analytical, leadership and organizational skills
- Proven ability to work and collaborate with individuals and teams in different cultural settings and at all levels
- Ability to keep confidential accounting/financial information

Language:

- Fluency in English Language and French Language is required and
- Experience working in Francophone Countries is required

Method for Application:

Qualified candidates should send their CV to recruitment@hcdplus.com copying ng_recruitment@dai.com using the position as the subject of the mail, no later than 19th April 2023.

Only candidates who are successful at the pre-qualification stage will be contacted for interviews.