



**international  
alert**

## **JOB DESCRIPTION**

<b>Job Title</b>	Finance and Operations Manager (FOM)
<b>Reports to</b>	Nigeria Country Manager (CM) Functional Supervisor Head of Operations and Finance (London)
<b>Job location</b>	Abuja with regular travel to Maiduguri and other field office sites
<b>Management responsibility</b>	Finance and Operations Officer (Maiduguri), Finance and Operations Support Officers (Abuja and Damaturu), Driver (Abuja)
<b>Job location</b>	Abuja
<b>Contract duration</b>	12 months

### **Job Purpose**

This post holder will have overall responsibility and line management for finance, administration, and operations functions for Alert's Nigeria programme. The FOM will work under the supervision of the Country Manager and will work closely with project managers/budget holders and implementing partner staff, in line with Alert and donor policies and procedures, and Nigerian law.

In 2019, Alert Nigeria has confirmed annual funding of £900,000, with confirmed grants from CSSF, the EU (via Save the Children), and the French Embassy. We also have commercial contracts with DFID, via DAI and Palladium. We expect funding growth in 2019 and beyond.

### **Duties and Responsibilities**

#### **Manage Alert Nigeria's financial systems**

- Maintain office accounts in accordance with local legislation, Alert's finance systems and donor requirements;
- Prepare and submit all internal and donor finance reports, forecasts and fund requests in a timely, accurate and compliant manner;
- Ensure that the accounting package (info Q&A/Sun System) is maintained and utilised in an appropriate and effective manner. This will include uploading the monthly accounts and then running the subsequent reports;
- Ensure that all expenses are authorised and efficiently processed, with effective controls and segregation of duties;
- Maintain and update a country operational budget and ensure costs are managed with fair allocations. Be proactive in identifying gaps and surpluses and proposing remedial action including preparing budget realignments;
- Develop the capacity of the programme and finance team in Maiduguri and Damaturu field offices to ensure that a high standard of financial management is maintained;
- Organise and participate in monthly expenditure reviews with budget holders;
- Effectively monitor and trace income and expenditure on all commercial contracts, and manage payments of consultants and invoicing of donors;
- Coordinate and prepare for audits, ensuring all necessary documentation is available;
- Prepare budgets for new proposals;

- Ensure adequate controls over cash and bank management are constantly monitored and updated to minimise the risk of fraud and misappropriation;
- Review existing systems on an on-going basis in order to develop and improve internal controls, in compliance with Alert's policies and procedures;
- Ensure that sufficient funds are maintained in bank and cash accounts and initiate requests to Head Office for additional funds;
- Assist with investigations into alleged fraud and irregularities;
- Direct line management responsibility of finance staff in Abuja and field offices.

**Oversee effective grant management by implementing partners in collaboration with project managers**

- Conduct or oversee partner assessments (financial and operational) and provide training and coaching to partner staff as needed;
- Develop and issue partners with sub-contracting and other partnership agreements, ensuring compliance with agreed terms;
- Ensure timely transfer of agreed funds to partners;
- Monitor and review partner financial reports;
- Maintain regular relations with grant partners on issues of finance and administration;
- Support partners in the development of sound finance systems and the management of funds, as require;
- Build the capacity of programme staff in partner financial management.

**Manage daily and strategic administrative and operational needs**

- Lead procurement processes, ensuring donor and internal rules and value for money are respected; Identify and raise any issues of non-compliance;
- Ensure the smooth running of Alert Nigeria IT systems; ensure staff have appropriate access and understanding of IT tools;
- Ensure all tax and statutory payments, registration, reports are made to the relevant agencies in a timely manner;
- Ensure that Alert office operational needs are met, rental agreements are kept up-to-date and facilities such as water, electricity, etc. are maintained;
- Manage computer equipment, office supplies and other project assets (including inventories);
- Oversee the proper use of office vehicles, including maintenance, staff use and compliance with vehicle policy.

**Manage human resources**

- Ensure employer statutory obligations are administered in accordance with Nigerian labour law;
- Manage core payroll processes including processing monthly payroll and statutory and internal deductions, maintaining payroll records and issuing monthly pay slips;
- Monitor Nigerian labour laws that are relevant to INGO work and advise CM on HR policy changes as needed;
- Lead in recruitment, induction and management of finance staff;
- Assist in the induction and orientation of country staff with regards to Alert Nigeria's finance systems;
- Provide guidance and ensure employees are using Alert's performance management system.

**Support security management**

- Support Country Manager to maintain and update security plan and Standard Operating Procedures for implementation of activities outside of main urban areas;
- Monitor the security situation in the country and keep colleagues up-to-date;
- Attend security meetings, as delegated by the CM;
- Provide guidance and training for staff on Alert's internal security resources; Identify opportunities for relevant external training;
- Ensure visitors to Nigeria programme receive guidance on security policy.

**Participate in the management of Alert Nigeria and contribute to organisational development**

- Ensure understanding of programme strategies and activities;
- Participate in the development and implementation of Nigeria Country Strategy and be an active member of the country Senior Management Team;
- Liaise closely with Alert’s London office, especially the Finance team, ensuring streamlined finance management between Nigeria and London, and providing required information in appropriate formats;
- Serve as primary focal point for communication with donor finance staff;
- When delegated, represent Alert Nigeria and participate in workshops;
- Any other reasonable duties which contribute to the smooth running of Alert, as required by the Country Manager.

**Travel requirements**

This position is based in Abuja, with regular travel to other regions of Nigeria, particularly the northeast.

## **PERSON SPECIFICATION**

### **ESSENTIAL REQUIREMENTS**

**Talents**

At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be successful in this job you will have a talent for systems thinking and systems management, and in particular for protecting systems from risk. You will have highly developed communication skills and a talent for presenting complex technical (finance and administration) information, tools and concepts in an accessible way, including to non-technical staff. You will have an ability to build the kind of relationships, both internally and externally, that will gain cooperation and constructively ensure compliance. You will also have an entrepreneurial spirit and an ability to identify practical solutions to make programmatic developments feasible and sustainable.

A degree or equivalent in a relevant subject

Extensive experience in finance and operations management for an international NGO project/country office and at a similar level

Demonstrable extensive experience in grants management as well as an understanding of major donors including UK government, EU, UN agencies

Experience in people management, supervision and support

Proven experience and skill with budget preparation and analysis, financial reporting preparation and presentation

Strong accounting skills and experience, including management of the general ledger, journal entries, payroll, payables and balance sheet

Excellent communication, networking and inter-personal skills including the ability to communicate effectively (write, speak, and prepare reports) in English

Experience in negotiating best value contractual agreements with service providers

Considerable experience in working in partnerships with local organisations.

Excellent computer literacy and knowledge of Microsoft Office applications – Word, Excel, Power point, etc.

Ability to prioritise, to work under pressure and to tight deadlines and deliver high-quality outputs, with minimal supervision

Personal and professional integrity, flexibility, initiative and a “can-do” attitude and meticulous

attention to detail
Willingness to travel to difficult locations

### **DESIRABLE REQUIREMENTS**

Qualification in Management; ACA/ACCA/CIMA
Experience of using SUN Systems
Experience of management of security in a humanitarian/emergency context
Experience living in or working in Nigeria, good understanding of Nigerian legal and labour law requirements for INGOs

## **Summary Terms and Conditions**

<b>Pension</b>	For International contracts only - After the successful completion of six months in employment, the post-holder becomes eligible for Alert pension rights, backdated to the start of employment at Alert. Pension contributions are paid into a personal pension of the employee's choice and are currently equivalent to 10% of gross salary.  For national contracts only: as per local terms
<b>Leave entitlement</b>	36.5 working days per year (including Nigerian public holidays)
<b>Notice period</b>	Notice will be three months (1 month during probation period)
<b>Probation period</b>	3 months
<b>Working Hours</b>	Full time employees are expected to work a standard 35-hour week. Abuja-based staff have flexibility around start and finish times but are required to work core hours 10am - 4pm
<b>Relocation Allowance</b>	Where applicable (international contracts only), there will be a relocation allowance. However, as this is an unaccompanied post, the relocation allowance does not, unfortunately cover dependants.
<b>Housing Allowance</b>	Where applicable (international contracts only), a housing allowance is given.