

**JOB DESCRIPTION**

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| **Job Title** | **Finance Officer (2 positions)**  |
| **Reports to** | **Finance Manager** |
| **Job location** | **Various (Kaduna, Zamfara, Benue or Sokoto)** |
| **Contract Duration**  | **12 Months** |

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| **Background** |
| International Alert is one of the world's leading peacebuilding organisations, with 30 years of experience supporting communities, advising governments, organisations and companies on how to build peace. Alert works with people in conflict-affected and threatened areas to make a positive difference for peace; to improve the substance and implementation of international policies relevant to peacebuilding; and to strengthen the peacebuilding sector. Together, we believe peace is within our power. We focus on solving the root causes of conflict, bringing together people from across divided. From the grassroots to policy level, we come together to build everyday peace. Peace is just as much about communities living together, side by side, and resolving their differences without resorting to violence, as it is about people signing a treaty or laying down their arms. That is why we believe that we all have a role to play in building a more peaceful future.Alert currently has field offices in Sub-Saharan Africa, South and South-East Asia, Central Asia and the South Caucasus, Europe, the Middle East and North Africa. International Alert began operations in Nigeria in 2011 as a partner on security governance within the Nigeria Stability and Reconciliation programme (NSRP). Since then we have launched a social cohesion programme in the Northeast, while expanding our technical advisory in conflict and gender sensitivity to various governance and reform programmes. |
| **Job Purpose** |
| The position will be responsible for all aspects of financial, operational and administrative management of Alert’s office in the assigned region. The Finance and Operations Officer will:1. Manage the finance, administration and operations procedures
2. Supervise and manage the performance of relevant staff
3. Support other sub-offices in financial and operational matters.
4. Other relevant tasks as required by the line manager
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| **Duties and Responsibilities** |
| **Manage the finance, administration and Operations procedures of Alert offices*** Ensure total compliance with Alert policies, donor regulations, and national law in all finance, administration processes
* Prepare fund requests for Alert office running costs and service providers in a timely manner
* Review all staff activity and travel expenditure requests and advance retirements for processing
* Maintain the petty cash of the office assigned
* Thoroughly review all partner financial reports and ensure collaboration with project manager for coherence between workplan and expenses reported
* Prepare and submit monthly financial report and documents to the country office
* Ensure value for money, transparency, and compliance in all expenditure and ensure that records are properly filed
* Identify and immediately report all concerns about financial or operational mismanagement/non-compliance by staff, partners or any other associates.
* Ensure that procurement procedures are conducted transparently and with adherence to Alert and donor policy. Conduct due diligence on suppliers and partners.
* Conduct spot-checks of activities and partner offices to review compliance and value for money
* Ensure quarterly update of inventory
* Ensure smooth financial and operational start-up of the new grants
* Support project managers in preparing partner budgets and fund requests and in general grant management
* Actively participate in monthly budget monitoring meetings.
* Support in Project audits, Internal audits and statutory audits.

**Supervise and Manage performance of office staff** * Line manage staff under supervision, in line with Alert’s performance management policy (PMP).
* Ensure the work of the staff under supervision is conducted with quality and in compliance by ensuring adequate onboarding and coaching
* Develop capacity building plan for supervisees.

**Support other sub-offices in financial and operational matters*** Liaise with suppliers/service providers in the region to support procurement and operational processes for Alert office
* Organise logistical arrangements for staff travelling interstates for official purposes
* Review, approve and support procurement processes within level of authority (see Finance and Procurement manuals)
* Conduct audits and spot-checks of implementing partners
* Support establishment of new sub-offices (identification of space, procurement, contracting, security assessments etc.

**Other relevant tasks as required by the line manager** |
| **Travel requirements** |
| The 2 positions will each be based in a North west and North central region |

**PERSON SPECIFICATION**

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| **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 great in this job you will have a talent for demonstrating excellent knowledge of financial management best practices. In addition, you will be well organised and with consistently approach work with energy and a positive attitude. You will be result oriented with a great attention to detail.  |

**ESSENTIAL REQUIREMENTS**

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| Bachelor’s degree in a related field, such as business administration, finance or accounting  |
| Experience of 3 years working in finance and operations, experience with an INGO would be an asset  |
| Ability to work under pressure and in a high-risk security environment |
| Willingness to travel regularly to rural locations |
| Strong competence working with Excel and other financial tools |
| Strong interpersonal (verbal and written) communication skills |