



## **JOB VACANCY Internal/External**

WANEP-Nigeria invites applications from qualified applicants to fill the position of **Finance Officer**

WANEP-Nigeria is the Nigerian Country Office of the West Africa Network for Peacebuilding (WANEP), a Sub-regional NGO with regional secretariat based in Accra, Ghana, whose mission is to enable and facilitate the development of mechanisms for cooperation among civil society based peacebuilding practitioners and organizations in West Africa by promoting cooperative responses to violent conflicts; providing the structure through which these practitioners and institutions will regularly exchange experience and information on issues of peacebuilding, conflict transformation, social, religious and political reconciliation; and promoting West Africa's social and cultural values as resources for peacebuilding.

**JOB TITLE: FINANCE OFFICER (WN/R/01/003)**

**LOCATION: ABUJA**

**Position Status:** Full-time

### **General Position Summary**

- Working in the Finance Department under the supervision of the Finance Manager and with close coordination with the National Network Coordinator (NNC), Deputy Chief of Party (DCOP) and the program team, the finance officer will assist WANEP-Nigeria in adhering to the compliance procedures for financial, procurement, accounting process and ensure adequate internal controls are in place to mitigate risks in compliance with laws, regulations, donor requirements and WANEP policies and procedures.

### **Essential Job Responsibilities**

#### **Financial and Accounting Management:**

- Assist in the financial review of purchase requests, purchase orders and payment requests to ensure compliance with WANEP's policies and procedures on the PARTNER program.
- Maintain the bank file, ensuring that all bank information is properly filed and updated.
- Manage the archiving of all financial documents and follow up with staff for any missing documents.

- Ensure the on-time submission of the monthly/quarterly/year-end reporting packages to the Lagos office, ensuring the accuracy and completeness of the ledgers, and all supporting documentation.
- Ensure the petty cash count performed on time (weekly and monthly)
- Oversee the maintenance of all accounting records, ensuring that records are complete, accurate and safeguarded.
- Assist in the training of program staff on Finance-related matters and give any financial operational support needed.
- Make sure that all supporting documentation is prepared and filed according to WANEP's procedures.
- Assist the Finance Manager in responding to audit inquiries.
- Assist the Finance department to enhance the efficiency of existing control systems.
- Advise WANEP's Management team on staff loan and repayment procedures.
- Keeping abreast of changes in financial regulations and legislation.
- Perform other related duties as may be required by the National Network Coordinator (NNC)

### **Organizational Learning**

As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit WANEP as well as themselves.

### **Accountability to Beneficiaries**

WANEP-Nigeria's team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field programs.

#### **Accountability:**

- **IMMEDIATE SUPERVISOR:** Deputy Chief of Party (DCOP)
- **LINE SUPERVISOR:** Finance Manager – Lagos
- **WORKS DIRECTLY WITH:** Lagos Finance team and program in WANEP-Nigeria

#### **KEY RELATIONSHIPS:**

Mercy Corp Team, PPBA Team, KSPC Team, IPCR Team

#### **REQUIRED MINIMUM EXPERIENCE:**

- A university degree in Accounting, Finance or equivalent is required.
- 5 years of finance experience is required.
- Demonstrated experience in accounting.

- Prior experience working in the non-profit sector (NGO) is preferred.
  - Knowledge of USAID financial reporting is an added advantage.
  - Excellent oral and written English skills.
  - **REQUIRED QUALITIES:**
  - Excellent PC skills, especially in the use of Microsoft Excel
  - Competent knowledge of auditing standards and techniques (emphasis on Internal Auditors Standards of Professional Practice/SPP), and internal control systems
  - Working knowledge of accounting principles and banking laws and regulations
  - Public accounting experience and a professional certification is a plus
  - Excellent knowledge of accounting software
  - Possess good interpersonal, communication, and organizational skills with ability to adapt and cope with pressure.
  - Willing to travel and work outside normal hours.
- Not more than 45 years.

#### **Method of Application**

Interested and qualified candidates should forward their CV and Cover Letters addressing the position requirements (quoting job title and number) to:

The Advertiser

West Africa Network for Peacebuilding (WANEP-Nigeria)

22 Adeniji Street, Adeniji Estate, off WEMPCO Road Ogba Lagos State or

Via e-mail [wanep-nigeria@wanep.org](mailto:wanep-nigeria@wanep.org)

#### **Application Closing Date**

May 4, 2023

#### **Note**

Only short-listed candidates will be contacted.