



JOB VACANCY

Internal/External

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.

We are recruiting to fill the position below:

Job Title: Finance Intern (WN/R/01/014)

Contract Type: Internship

Number: 2

Qualification: HND/BA/B.sc

Location: Abuja and Lagos

Position Status: Full-Time, Regular

Supervisory Responsibility: None

Reports Directly To: Finance Officer.

Job Field: Accounting and Finance

Essential Responsibilities

- Support the finance team to ensure all transactions comply with WANEP and donor accounting policy and GAAP.
- Ensure that all finance documents are properly filed and archived both physically and electronically on WANEP's shared drive.
- Support payment processing to vendors, staff, and participants.
- Ensure scrutiny for correctness and accuracy of invoices and receipt of goods for payment processing.
- Ensure proper documentation, disbursement, and preparation of petty cash vouchers for all cash transactions.
- Maintain confidentiality of all financial and other job-related information.
- Ensure proper documentation, Stamping, Labeling, photocopies, and filing of all financial documents.
- Support in monthly bank reconciliation of all accounts.
- Carry out tax remittance duties to respective tax authorities for WANEP
- Assist in project and country office logistics i.e. travel arrangements.
- Support in retrieving documents for audits and other reviews.

- Perform any other duty as may be assigned.

Knowledge and Skills

- BSc/HND degree in Accounting.
- Professional certification of ACCA, ICAN, ANAN, or equivalent experience, or working towards a professional certification is an added advantage.
- Intermediate skills in Microsoft Office such as Word, Excel, PowerPoint, etc.
- Attention to detail and a fast learner.
- You are passionate about accounting and finance and ready to make a career.
- Team-oriented, effectively interacting with peers, management, and other internal customers.
- Ability to communicate, influence, and solve problems effectively across diverse cultures and geographical distances with sensitivity.
- Fluency in English is required. Fluency in other Nigerian languages will be an added advantage.

Success Factors

- S/he will be capable of multi-tasking, rapid decision-making, initiative, drive, and a lot of energy, as well as high emotional intelligence, constructive communication skills, and proven experience with capacity building.
- S/he will be committed to long-term program sustainability and the delivery of high-impact activities at the community level.

Living Conditions/Environmental Conditions:

- The position is based in *Abuja and Lagos* and requires travel to project communities in Nigeria.

Diversity, Equity & Inclusion:

- Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We recognize that diversity and inclusion is a journey, and we are committed to learning, listening, and evolving to become more diverse, equitable, and inclusive than we are today.

Equal Employment Opportunity:

- WANEP-Nigeria as an equal opportunity employer does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be

collectively stronger and have a sustained global impact. We do not tolerate discrimination based on race, colour, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status, or any other protected group in the locations where we work.

Safeguarding & Ethics:

- WANEP-Nigeria is committed to the core principles regarding the prevention of sexual exploitation and abuse laid out by the UN Secretary-General and IASC.
- As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves professionally, respect local laws and customs, and adhere to the WANEP-Nigeria Code of Conduct Policies, and values always.

Application Closing Date

March 9th 2024

Method of Application

Interested and qualified candidates should apply thru the link below:

https://docs.google.com/forms/d/e/1FAIpQLSetzRLlkdo6Z_SbrPeEm-aiXlyJj-XuPzrpDRzRJxG3yoSPzw/viewform

Note

- Applicant are to send their Resume and Cover Letter in one document.
- Due to the urgency of the recruitment, applications will be reviewed on a rolling basis and may be closed before the end date.
- Qualified female candidates are strongly encouraged to apply