



FIDA Nigeria
Court of Appeal Headquarters, Shehu Shagari way, Maitama, Abuja
Email: fidanigeria@yahoo.com, fidanigeria2012@gmail.com, info@fida.org.ng
Phone number: 0708 849 6115

The International Federation of Women Lawyers (FIDA) Nigeria is a non-profit, non-governmental organisation made up of over 2,000 female lawyers with several years' experience in utilizing the law to address social problems in Nigeria. The organization's mandate is the enhancement, promotion, protection and preservation of the rights and welfare of women and children in Nigeria and the organisation has effectively done this for over 50 years. FIDA Nigeria has branches spread across the federation with branches in 32 states.

FIDA Nigeria is recruiting to fill the position below:

Job title: Finance Officer

Location: Abuja, Nigeria

Vacancy Type: Full Time

Background

This position is located in the FIDA Nigeria National Secretariat, Court of Appeal Headquarters Abuja, Nigeria. The successful candidate may however be expected to travel out of Abuja to other states of Nigeria for the purpose of implementing projects. The Finance Officer will work under the overall guidance and supervision of the National President/Country Vice President, Financial Secretary, Treasurer and other National Executives, and report to them through the Program Manager.

Duties and Responsibilities

You will be expected to carry out the following tasks:

- Lead financial activities for project implementation and activity delivery in the National Secretariat
- Provide financial advice and guidance to the National Executive Committee and implement cost-saving measures for the organisation



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- Collaborate with the Programs Department to formulate and implement FIDA projects, operationalise financial plans or budgets and keep financial records up-to-date
- Ensure that adequate financial controls are in place to maintain propriety and expenditure is in alignment with approved cost policies
- Ensure that financial transactions are properly authorised, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial reports and audits
- Prepare reports on project and operational expenditure for submission to donors and the National Executive Committee
- Prepare and send requisitions for any office expenditure to the National Executive Committee for approval
- Ensure the timely disbursement of grant funds ○
- Prepare and maintain the FIDA payroll system
- Represent FIDA at Financial Management workshops, trainings and meetings

Competencies

1. Professionalism:

- Demonstrates knowledge of programme management cycle, including program design, monitoring and reporting;
- Ability to identify and contribute to the solution of problems/issues;
- Commitment and passion for work and in achievements;
- Conscientious and efficient in meeting commitments, observing deadlines, and achieving results;
- Motivated by professional rather than personal concerns;



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Display of persistence when faced with difficult problems or challenges and ability to remain calm in stressful situations;

Ability to incorporate gender and child rights perspectives in projects and activities and in ensuring the equal participation of women and men in all areas of work.

2. Teamwork:

Proven interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

Ability to collaborate with colleagues within and outside of FIDA Nigeria to achieve organizational goals;

Ability to solicit inputs by genuinely valuing the ideas and expertise of others;

Willingness to learn from others;

Support and act in accordance with team and organizational decisions;

3. Planning & Organizing:

Ability to establish priorities and to plan, coordinate, and monitor work while prioritizing competing demands;

Ability to work on tight deadlines;

Knowledge and skill on how to develop clear goals consistent with agreed strategies;

Foresight for risks and contingencies when planning;

Ability to monitor and adjust plans and projects as necessary;

Ability to use time efficiently.



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4. Communication:

- Ability to write in a clear and concise manner and to communicate effectively with a range of audiences, including ability to prepare reports and make presentations in a variety of fora;
- Ability to conduct presentations by clearly formulating positions on issues, articulating options concisely, conveying maximum necessary information as well as making and defending recommendations

Job Requirements

1. Minimum Required Experience:

- 4 years' work experience in accounting and financial management
- Experience in donor-funded project implementation
- Ability to use automated financial accounting systems

2. Minimum Qualifications:

- Bachelor's Degree in Accounting, Economics or a related course
- ACA, ACCA or ICAN qualification

Qualified candidates should send their curriculum vitae to fidanigeria@yahoo.com with a cover letter addressed to the Country Vice-President/National President.

Subject of e-mail should be "Application for the Position of Finance Officer".

Deadline: Monday, 27 January, 2020

Only shortlisted candidates will be contacted.