

Job Title	Finance Officer - Abuja Nigeria Stability and Reconciliation Programme		
Directorate or Region	SSA	Department/Country	Nigeria
Location of post	Abuja	Pay Band	PB 4
Reports to	Finance Manager	Duration of job	1 year in the first instance and renewable

### ***Purpose of job***

To support the management of day-to-day programme financial and accounting processes for the Nigeria Stability and Reconciliation Programme to client and corporate standards.

### ***Context and environment***

Nigeria is the British Council's largest operation in SSA with offices in four cities: Lagos, Port Harcourt, Abuja and Kano. NSRP is a DFID-funded programme managed by the British Council that aims to enhance collective efforts to identify and respond effectively to potential sources of violent conflict in Nigeria and reduce the negative impacts of conflict on the most vulnerable among the Nigerian population.

The NSP programme will operate from five regional offices (Kano, Port Harcourt, Jos, Maiduguri and Kaduna) in Nigeria with a programme management unit situated in Abuja

The post holder must have the ability to work in a multi-cultural and dynamic environment. The programme will link closely with other BC-managed work in Nigeria, notably the Justice For All (J4A) programme. The post holder will work closely with the programme team in Nigeria and report to the Finance Manager.

### ***Accountabilities, responsibilities and main duties***

#### ***Accountabilities***

- Accountable for the efficient processing of Consultants' payments
- Accountable for efficient and effective management of programme petty cash system
- Accountable for accurate management of programme document filing

#### ***Responsibilities and main duties***

##### **1 Financial management and control – 35%**

Responsible for the day-to-day management of all financial and banking operations, including:

- Petty Cash Management for Abuja office
- Oversee petty cash process for state offices and ensure transactions are posted on SAP on a timely basis
- Post transactions on NSRP cash journal on a timely basis
- Prepare Payment Vouchers for petty cash cheques
- Monitor cheques, maintain cheque register to record all incoming cheques, cash withdrawals from the bank and office cash imprest
- Day-to-day payment processing for invoices on POs, Offline payments, Downpayments, Operational Advances and other disbursement
- Support Grant Officer in making grant disbursements
- Upload payment data on straight to bank for offline payments processing
- Prepare correction journals as necessary for wrong postings and ensure that they are posted before month-end
- Provide support to staff on payment processing queries

- Invoicing: Create Sales Orders as requested
- Provide support to staff on payment processing queries
- Banking and Tax: Support Finance and Resources team in submitting tax returns, deposit and withdrawals from Bank
- Assist in preparation for external and internal audit of NSRP

## **2 Vendor Creation and Update Maintenance – 10%**

- File and maintain up-to-date information on NSRP vendors
- Support Deputy Finance Manager in vendor and customer creation process

## **3 Purchase Order management – 25%**

Assist in the accurate and timely management of purchase orders, including:

- In coordination with output managers and resource officer, create purchase orders for programme consultants
- Support Deputy Finance Manager in monitoring purchase orders on SAP
- Support staff in managing POs for Operational Advances and other PO issues

## **4 Travel, expenses and advances – 15%**

- Maintain submitted trip envelopes
- Maintain Trip returns register
- Receive monies from staff when retirements are made and deposit monies on a timely basis
- Manage T&E advance, claim and reporting processes for regional offices

## **5 Office Support – 15%**

- Provide support to staff on SAP, processes and policies
- Carry out documentation and filing of finance documents

### ***Key relationships***

**Internal:** Programme Manager; Finance Manager; Programme Team (management and technical).

**External:** External relationship management where appropriate (i.e. linked to function of role), to include: external partner organisations; state institutions, academic institutions, etc.

### ***Other important features or requirements of the job***

Periodic travel to high-risk areas is likely to be necessary following close liaison with British High Commission /BC/DFID. Regular unsocial and over-hours will be required to meet operational requirements of the post and programme. **Carry out other duties not specifically stated in the Finance Officer's role profile as may be required by the Finance Manager**

Please specify any passport/visa and/or nationality requirement.

The post will be based in Abuja and so the post holder will need eligibility to work in Nigeria.

Please indicate if any security or legal checks are required for this role.

No

## Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• <b>Creating Shared Purpose</b> (Essential). Communicating an engaging picture of how we can work together.</li> <li>• <b>Connecting with others**</b> (More demanding). Actively appreciating the needs and concerns of myself and others.</li> <li>• <b>Working Together**</b> (More demanding). Ensuring that others benefit as well as me</li> <li>• <b>Being Accountable**</b> (Essential demanding). Delivering my best work in order to meet my commitments</li> <li>• <b>Making it Happen**</b> (Essential). Delivering clear results for the British Council.</li> <li>• <b>Shaping the Future</b> (Essential). Exploring ways in which we can add more value.</li> </ul>		**Interview only
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• <b>Financial planning and management – level 1</b></li> </ul>		Short-listing and interview
<b>Experience</b>	<p><b>Financial management</b></p> <ul style="list-style-type: none"> <li>• Experience of implementing and monitoring financial management systems and controls</li> <li>• 1-2 years working experience in similar sector</li> </ul>		Short listing and Interview
<b>Qualifications</b>	First Degree or Equivalent in Accountancy/Business Admin/Economics/Banking & Finance		Short listing and interview

Submitted by	Resources Team	Date	January 2016
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