

JOB DESCRIPTION

AMNESTY INTERNATIONAL NIGERIA NATIONAL OFFICE

JOB TITLE: Finance and Compliance Assistant

AMNESTY INTERNATIONAL ENTITY: Nigeria National Office

LOCATION: Abuja

JOB SUMMARY: The Finance and Compliance assistant will assist in recording all financial transactions and payments for all Programs of AI Nigeria adhering to the accounting manual of AI Nigeria and ensure timely financial and accounting reports. Set up and maintain filing systems of all financial transactions, Vouchers, contracts, and related financial documents. Ensure all purchase requests and payment requests comply to AI Nigeria's office manual, project budgets and regulatory requirements.

To assist the Finance and Office manager in the organisational (finance, administration, office maintenance and facilities and IT) functions of Amnesty International Nigeria's Office.

AMNESTY NIGERIA PURPOSE: AI Nigeria is a national human rights entity that is part of a global human rights movement, established to address national human rights priorities as well as create the possibility for people in Nigeria to join Amnesty International's global human rights campaigns. Our mission in Nigeria is to address pertinent national human rights issues through research, campaigning, and human rights education, and to empower Nigerians to take action on issues that matter to them through AI's international human rights movement; and to leverage Nigeria's influence regionally and globally to promote human rights domestically, bilaterally and internationally.

AMNESTY INTERNATIONAL PURPOSE: Amnesty International operates from a number of sites around the world and gathers and communicates accurate and action-oriented human rights information globally. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold universal human rights standards. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold universal rights standards.

WORKING RELATIONSHIPS

Reporting to: Finance and Office Manager – Amnesty International Nigeria

Posts that this job manages: This post has no line management responsibility. However, the finance and compliance assistant works with other team member, participants in research and campaigning projects, consultants, interns, temporary staff and other official activities.



Other key relationships: Amnesty International Nigeria staff particularly the researchers, campaigners and the Finance and Office Manager; West and Central Africa Regional Office (WARO); International Secretariat (IS).

MAIN RESPONSIBILITIES

- Prepare all supporting documentation is for payment vouchers and carry out Voucher Reconciliation monthly.
- Maintain the cash and bank files, ensuring that all cash and bank information is properly filed and prepare bank reconciliations monthly.
- Support the financial control of Nigeria Office's activities through the preparation of monthly balance sheet position, income and expenditure and statement of financial position.
- Assist in reviewing actual office spending with annual budget along Amnesty International Strategic goals and prepare Budget Versus Actual (BVA) reports for donor project and RAM grants.
- Support the Finance and Office Manager in ensuring the cash flow of the office is managed to ensure sufficient liquid reserves and minimal exchange rate risk
- Perform timely and efficient processing of expense claims, invoices, advances, and supplier payments.
- Assist in maintaining office procedures, security protocols, logistics and procurement,
- Maintain an effective filing system and ensure transparency to financial records and operations logs.
- Manage Withholding Tax (WHT) deductions on all payments and prepare monthly remittance across states in Nigeria.
- Prepare annual regulatory remittance of NSITF, NHF, Employee and Employer Pension and PAYE and obtain certificates.
- Prepare financial documents and accounts for donor project and annual audits with external auditors and regulatory authorities.
- Assist in planning, internal meetings, seminars and workshops and logistics support as necessary.
- Contribute to the team's response during a crisis or unexpected work.
- Perform other finance and compliance tasks as necessary.

This is not an exhaustive list of duties. The need for flexibility is required and the post holder is expected to carry out any other related duties, that are within the employee's skills and capabilities whenever reasonably instructed.

SKILLS, ATTRIBUTES AND EXPERIENCE

- A Degree in accounting, business administration, finance, or related field or relevant professional qualifications. A masters' degree or a professional qualification is an advantage.
- At least 4 years' experience in Finance and Regulatory compliance administration
- Demonstrated interest in human rights, e.g. through previous work, involvement in human rights campaigns and movement
- Good time management and planning skills.
- Good interpersonal skills, a helpful and personable attitude, able to deal with different people



- Good oral and written communication skills in English; other relevant local languages or additional foreign languages desirable
- Ability to work under pressure, manage conflicting demands, multitask and work to deadlines to achieve results
- Excellent analytical skills with strong attention to detail
- Flexible approach to work, and willingness to undertake a range of tasks
- Able to work in a manner that is consistent with the organisation's core behaviours and competencies.
- Good working knowledge of standard Office software e.g. Word, Excel, PowerPoint, Office 365
- Good financial acumen and numeracy skills.

EQUALITY STATEMENT

Equality and diversity is at the core of our values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.

