

Role profile – Finance Coordinator, Maiduguri

Location	Maiduguri	Department	International
Reports to (<i>Job Title</i>)	Senior Finance Coordinator	Salary Band	D low

Matrix manager (if applicable) n/a Competency level 2

Role definition

Role purpose

The role will provide leadership in Christian Aid's financial operations across Borno and Adamawa states on a number of large-scale Humanitarian contracts relating to the UN World Food Programme (UN WFP). The role will be familiar with the operations of WFP across both General Food Distribution, Livelihood and Early Recovery.

The role acts as the focal person for reviewing financial transactions and ensuring that financial systems and processes designed for the Country office and the project are adhered to in line with the timelines agreed.

In addition, this role will coordinate the internal financial management of the Christian Aid Sub-office in Borno State, particularly in Mafa, Biu, Michika and other locations where the Finance Assistants are based.

Key outcomes

- Prepare Monthly Invoices for submission to UN WFP based on utilisation report generated from SUN systems.
- In collaboration with other colleagues, budgets are prepared and monitored for the assigned donor contracts.
- Carry out monthly stock reconciliation with the Commodity Tracking officer to ensure that stock is accurately valued and captured in the accounting system.
- Ensure timely processing of floats, invoices and payment documents relating to the WFP contracts as well as other projects as may arise.
- Provide line management support to Finance Assistants working on various WFP contracts in locations across North-East Nigeria

Role agility

Expected national travel per annum	Up to 30 days	On-call/unsocial hours	No
Expected international travel per annum	Occasional travel		

Surge capacity for emergency responses Yes - could be required to travel for more than 75 days p.a. and for a period of up to 3 months but for no more than 6 months p.a. with no less than one month's interval between postings unless in extreme circumstances.

To respond to ever-changing demands within the environment, Christian Aid operates within an agile framework (both in the workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project-based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

Based in Maiduguri, Borno State, this role is part of the wider CA Nigeria Team, the Finance Coordinator reports directly to the Senior Finance Coordinator who provides leadership for Christian Aid's financial activities in North-East Nigeria. The role is responsible for managing all aspects of the finance function relating to Christian Aid's contracts with the World Food program.

Role requirements

Relationships

External: Relationships with partners and Institutional donors. Represents Christian Aid and the programme externally with partners, other NGOs, donors and other agencies. Appraise, monitor and review programme in line with CA and donor requirements.

Internal: The position is line managed by the Senior Finance Coordinator and will in turn line manage the Finance Assistants. The role links up strongly with the Programme Coordinators working on the humanitarian response in the region, key humanitarian surge staff as well as the Humanitarian/Emergency Programme Manager all based in Maiduguri.

Decision making

This role is expected to work in close collaboration with the Senior Finance Coordinator to deliver financial information to Christian Aid and/or donors.

Budgetary/savings responsibility

Analytical skills

Ability to review financial information alongside programme objectives and outputs to ensure that CA delivers strongly on all identified targets.

Ability to coordinate and lead the direct reports to ensure that donor requirements and Christian Aid procedures are adhered to is critical for this role.

Developing self and others

The role has responsibilities of CA sub-office staff and the direct reports on best practices as it relates to financial and grant management. The role will also be responsible for identifying knowledge gaps within the team and developing and/or proposing training needs to the Senior Finance Coordinator and Head of Finance for consideration.

Number of Direct reports 2-3

Overall people management responsibility 0

Click here to enter text. The extent to which the job holder is responsible for their own work, for influencing and/or directing the work of others, acting in an advisory/specialist capacity

Role related checks

Child protection clearance [Not required](#) **Counter terrorism screening** [Not required](#)

Person specification

Applied skills/knowledge and expertise

Essential

- The role holder will hold a Finance/ Accounting Degree (or equivalent) and a qualified member of a recognised accounting body (ICAN, ACCA)
- Strong knowledge of grant management for institutional donors particularly the UN World Food Programme
- Good experience in financial accounting for Stock and other Gifts-in-Kind
- Good experience working with accounting software such as SUN.
- 5-7 years experience working in a similar role
- Experience working in North-East Nigeria

Desirable

- Knowledge of working with NGOs providing similar responses in the North East Region
- Experience working with key institutional donors
- Understanding of partnership approach to international development

Digital/IT competencies required

Word, Excel, PowerPoint

[Intermediate](#)

Web content design & development

[N/A](#)



Internet-based collaboration tools and video calling	Intermediate	Social Media	N/A
Data Visualisation	N/A		
DATE CREATED	03/06/2022		