

Role profile (Finance Associate, Kaduna)

Location	Kaduna, Kaduna State	Department	International
Reports to (Job Title)	Finance Officer	Salary Band	G high
Matrix manager (if applicable)	n/a	Competency level	Choose an item.

Role definition

Role purpose

To support CAID financial management functions at the Kaduna field office and ensure that adequate financial records are kept at the field office. The role will ensure that payment requests for staff in those locations are processed and retired on a timely basis. The role will also provide financial monitoring support to the local implementing partners within that axis, reviewing their financial reports and ensuring timely reporting to CAID.

The finance associate will be responsible for preparing financial documentation, petty cash reimbursement, petty cash advances and for coordinating payment to volunteers etc.

The role is required to be familiar with CA and donor financial compliance requirements and to ensure that these are operationalised in the Kaduna field office and other areas support may be required.

Key outcomes

- Timely review and posting of advance requests and retirements for staff based in the field office.
- Review the monthly financial reports of implementing partners based in the location and provide capacity support as required.
- Cash book and other financial documentation is maintained and reconciled monthly at field office and submitted to Line Manager for review and approval.
- Field Office budgets are reviewed, updated, and administered accurately.
- Support programme activities at the field office, ensuring that payments due to volunteers, participants, casual workers, vendors, etc are made on timely basis.
- Ensures Christian Aid and donor financial policies and procedures are complied with.
- Timely submission of reports to line manager to enable final reports to be prepared on a timely basis.
- Process all field office tax remittances and filing of records securely in the field office.



- Carry out relevant bank transactions; both physical visits to banks and conducting electronic uploads and transfers as may be assigned.
- Regular review of field office transactions and posting accurately and timely on the SUN accounting system.

Role agility

Expected national travel per annum

Up to 20 days

Expected international travel per annum

No travel

On call/unsocial hours Yes, in event of Christian Aid response to humanitarian emergency.

Surge capacity for emergency responses Choose an item.

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in 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

The Finance Team is an integral part of CAID Financial Management system as it leads on all financial reporting in the country program, including Partner Financial Management. The team is responsible for managing the grants secured from donors.

This role sits in the Kaduna field office and links up strongly with the Country Office, and other field offices.

Role requirements

Relationships

External: Maintains and builds relationships with external stakeholders such as Tax Authorities, relevant agencies, volunteers, casual labourers etc

Internal: The position is line managed by the Programme Finance Officer who provides leadership for the Financial Management of the ECHO DRaSS project and other activities in Kaduna field office. However, for day to day operational issues, the Associate will work closely

with the Technical Lead or the most senior CA staff in the field office. The role links up strongly with the Country Programme Finance Team, as well as relevant Program leads.

Decision making

Make decisions to assist in the smooth running of financial processes in the Field office.
Providing advice on financial policies and procedures to local Christian Aid staff. Support the maintenance of all financial records.

Budgetary/savings responsibility

None.

Analytical skills

Ability to apply logical thinking and common sense to routine work in a specific area.
Occasionally providing analysis or advice on financial matters.

Developing self and others

Will familiarise self with CA policies to ensure that field office and staff based there are complying.

Number of Direct reports 0

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

- First Degree in Accounting
- 2-3 years experience in a similar role
- Experience working with institutional donors, particularly ECHO, FCDO.
- Experience working with an Accounting software, preferably SUN

Desirable			
<ul style="list-style-type: none"> Part Qualified Accountant – ICAN/ACCA 			
Digital/IT competencies required			
Word, Excel, PowerPoint	Advanced	Web content design & development	N/A
Internet based collaboration tools and video calling	Basic	Social Media	N/A
Data Visualisation	N/A		
DATE CREATED		03/05/2023	