Attachment 1: Scope of Work

**STTA Finance Consultant**

**Title: Finance Consultant Department: Finance**

**Reports to: Lead Finance Manager Location**: **Abuja**

**Estimated Period of Performance: May 2024-16th August 2024 Estimated Level of Effort: 45**

**Estimated total cost: To be determined by the management. Slot: 2**

# Background:

Creative Associates International is a dynamic, fast-growing global development firm that specializes in education, economic growth, democratic development, and post-crisis stabilization. Based in Washington, D.C., Creative has a field presence in more than 25 countries with a strong client portfolio that includes the U.S. Agency for International Development and the State Department, among others. Since its founding in 1977, Creative has earned a solid reputation among its clients and is well-regarded by competitors and partners alike.

# Project Summary:

The objective of the West Africa Trade and Investment Hub is to improve private sector competitiveness with a focus on increasing the agricultural productivity and profitability of smallholder farmers in Nigeria and promoting West Africa’s regional and international trade. The West Africa Trade and Investment Hub comprises of three main components: (i) design of a Competitiveness Fund for private sector partnerships; (ii) administration of the Competitiveness Fund to develop private sector partnerships and provide grants; and (iii) technical assistance (TA) that directly supports, coordinates, and organizes qualifying recipients (i.e., partners and grantees) to achieve USAID’s trade and food security objectives. The Trade Hub will contribute to both USAID/Nigeria’s Feed the Future objectives related to increasing the agricultural competitiveness of smallholder farmers in Nigeria as well as USAID/West Africa’s objective to increase broad-based growth and resilience.

# Position Summary:

The Finance Consultant will assist the Lead Finance Manager in developing and managing the project’s financial systems. He or she will assist the lead finance manager in all areas of financial management, reporting, and subcontracting while working under her supervision. Furthermore, he or she will assist the lead financial manager in ensuring that sufficient resources are available to support the successful and efficient execution of the project's activities and plans. A couple of the specific duties include creating financial reports, going over and assessing the project's finances considering current financial regulations, and succinctly and effectively communicating complex financial concepts to Creative Associates International**.**

**Reporting & Supervision:** Not a supervisory position

# Specific duties and responsibilities include but are not limited to:

**Specific duties and responsibilities include but are not limited to:**

* Examining and handling SMART and Reqlogic payments
* Help with the financial reconciliation of awards between Dynamics and SMART
* Handling liquidations and travel advances
* Preparation of reconciliations – Bank, Advances and Liabilities accounts
* Assistance with month-end close.
* Assistance with project close-out tasks.
* Examine and handle payments to vendors
* Checking vouchers for accuracy and completeness of supporting documentation
* Any other duties as assigned.

# Required Skills & Qualifications:

* Bachelor’s degree in management, financial analysis, or accounting desirable; Master’s degree

preferred.

* Must have 5 years of general work experience and 4+ years of specific experience with sub-grants management, preferably in West Africa working in international development.
* Experience with computerized accounting essential.
* Familiar with all MS Office applications.
* English in reading, writing, and speaking.
* U. S government (USAID preferred) administrative compliance experience.
* Exposure working with international operations.
* Ability to work with and achieve results with a diverse group of personnel located in many countries.
* Strong organizational and managerial skills.

# Results and/ or deliverables

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **#Days** | **Due Date** |
| Examining and handling SMART and  Reqlogic payments |  |  |
| Financial reconciliation of awards between  Dynamics and |  |  |
| Handling liquidations and travel advances |  |  |
| Preparation of reconciliations – Bank,  Advances and Liabilities accounts |  |  |
| Assistance with month-end close. |  |  |
| Assistance with project close-out tasks |  |  |
| Examine and handle payments to vendors |  |  |
| Checking vouchers for accuracy and  completeness of supporting documentation |  |  |
| Any other duties as assigned. |  |  |
| Total | 45 | 16th August 2024 |

**How to Apply**

Interested candidates should send their CVs to [recruit@westafricatih.com](mailto:recruit@westafricatih.com) on or before May 24, 2024 either in PDF or word format as one document. Only finalists will be contacted. No phone calls, please.

*Disclaimer: Creative Associates International is an equal opportunity/Affirmative Action Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All applicants will be considered for employment without attention to race, color, creed, religion, sex, gender identity, national origin, veteran or disability status, or any other characteristic protected by state, federal, or local law. EOE/AA. VEVRAA Federal Contractor.*