

<b>Role Title:</b> Finance & Operations Officer	<b>Responsible to:</b> Program Manager (with matrix reporting to Portfolio Grants Finance Manager)
<b>Responsible for:</b> None	<b>Work Location:</b> Abuja, Nigeria (with possible travel to program activity sites)
<p><b>Job Purpose:</b> Provide financial and operations coordination for project activities in Nigeria. Be focal point for all financial matters; managing the accounts, payroll and financial reporting of project office activities and grant giving programmes. Coordinate all financial operational matters, financial policies, practices, financial reports, and information to ensure sound financial and operational governance. Provide logistics and procurement support to the project team, ensuring compliance to VSO policies, quality assurance standards and donor requirements, contributing to achievement of project objectives, VSO's vision, and mission.</p>	
<p><b>Safeguarding level:</b> VSO has zero tolerance of abuse and exploitation of vulnerable people. We will expect all our employees/ volunteers to commit to protecting children, young people and vulnerable adults from harm and abide by our <u>safeguarding policy</u>.</p>	<p><b>Level 1:</b> This position will have no direct contact/access to children and vulnerable adults. However, the position holder will be expected to have a full commitment to uphold VSO safeguarding policy at all times. As part of our safer recruitment practice, a criminal background check (Basic DBS check for UK or equivalent Police check) will be obtained for post holder prior to start date.</p>

<p><b>Task Responsibilities</b></p> <p><b>Budget and Financial management:</b></p> <ul style="list-style-type: none"> <li>• Prepare and analyze project budget vs actual, ensuring completeness, accuracy and timely recognition of activity for monthly reporting; provide insight to project team.</li> <li>• Advise project manager on financial processes, variances, compliance, donor's financial requirements and local laws and regulations to contribute to strategic and effective financial management of the project and support high quality programming ensuring project budget is executed and accounted for as per project plan</li> <li>• Perform grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labour distribution changes (project related payroll reports), reconciliations, re-budgeting and grant closeout functions required by Grants and Contracts Administration.</li> <li>• Work collaboratively with the Program Manager, Portfolio Grants Finance Manager, and other stakeholders to ensure that all statutory reports and returns are prepared and submitted timeously and all conditions of VSO's registration in Nigeria are met and complied with at all times.</li> <li>• Process payments regularly (weekly) in line with authorisation matrix and with adequate supporting documents. Ensuring these are promptly posted to SUN.</li> <li>• Prepare monthly payroll, accrue relevant benefits including end of service and leave benefits and remit statutory dues in compliance with local laws.</li> <li>• Prepare accurate and timely financial reports to donors as required &amp; internal management purposes including to Project Leads and Portfolio Grants Finance Team.</li> <li>• Prepare monthly 3-month rolling cash flow forecasts and monthly requests for Nigeria for review by the Portfolio Grants Finance Manager.</li> <li>• Perform all period close procedures (month-end, quarter-end, year-end procedures in line with the established timetable and at the right quality.</li> <li>• Post any period end accruals journals against adequate supporting documents and approval.</li> <li>• Review invoices and provide account codes, when appropriate, for proper project accounting.</li> </ul>	<p><b>Collaboration responsibilities</b></p> <p><b>Internal Collaboration</b> <i>Work in collaboration with Program Managers/ Projects Implementation Lead, Global Finance, Global Procurement team, Global Logistic team, Employees/Volunteers</i></p> <p><b>External Collaborations:</b> <i>Collaborate with local implementing partners/other stakeholders, donors, auditors, and government for compliance.</i></p>	<p><b>Competence Required</b></p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree or higher in Business, Accounting, Finance or Auditing.</li> <li>• Certified Public Accountant (CPA) or Chartered Accountant (ACCA) license.</li> </ul> <p><b>Knowledge, Skills and Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 6 years' experience in the NGO sector as a Financial Accountant position including experience with experience in budgeting, forecasting and financial reporting. Strong background and work in Finance and minimum 5 years' experience in bookkeeping and Audit.</li> <li>• Sun 6.4 Experience, MS Office; including Outlook, Access, Word &amp; Excel</li> <li>• Knowledge of Tax and other compliance implications of non-profit status</li> <li>• Other basic accounting principles, thorough knowledge of internal controls, budgeting, financial reporting, and variance analysis</li> <li>• In-depth understanding and experience of working with proposals and contracts from institutional Experience of complex planning and budgeting processes including the ability to provide clear guidance on donor policies and procedures.</li> <li>• Previous experience building capacity of local organizations on donor compliance, policies, rules and regulations.</li> </ul>
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- Work with Program technical leads, project officers and appropriate Project office staff in the development of forecasts, budgets and budget revisions for programs.
- Implement full cost recovery from all restricted grants, including for office costs, international overhead, Volunteer and Staff costs (per timesheet) including for Global Roles.
- Prepare monthly financial monitoring reports, including variance reports on income and expenditure as well as balance sheet reviews working with Programs, People and M&E teams to obtain variance commentaries and action plans to address variances and financial risks.
- Ensure compliance of grants with VSO policies/procedures and donor rules/regulations.
- Capacity building & technical assistance to field office on finance staff and program partners on best practices for financial management systems in order to increase capacity.
- Prepare monthly grant and balance sheet reconciliations for all Nigeria restricted grants and balance sheet accounts including for Bank, cash, Staff, Volunteers, Partners, Suppliers, Statutory remittances, provisions and other balance sheet accounts.
- Review bank statements and balance sheet accounts for unusual transactions and investigate and report immediately any suspicious transactions to the Portfolio Grants Finance Manager.
- Follow-up and review all advance liquidations/retirements in a timely manner in line with the Global Finance Manual. Escalate to the Program Manager and Portfolio Grants Finance Manager any outdated advances (not retired within set timeframe).
- Ensure timely payment to suppliers and timely collection of outstanding advances in line with VSO Global Finance Manual.
- Oversee Project specific Audit and support Internal, Self and statutory audits at Project Office level.
- Responsible for all financial grant start-up and close out activities.
- Enforce all internal controls and ensure all appropriate checks and safeguards are taken against the risk of fraud, error and abuse.
- Maintain efficient electronic and paper filing systems for financial records.
- Scan all project vouchers and documents on monthly basis.
- Reconcile all accounts for grant/contract income, ensure they are reported, invoiced to the donor and record accurately.
- Account for grant/contract income in line with VSO standards and UK GAAP, ensure it is invoiced to the donor and record accurately and received timely.
- Preparation and coding of project related bank payment vouchers, Preparation of weekly macro uploads for posting. Support documentation extraction during audit.

**Operational Procedures & Support:**

- Ensure compliance with VSO Global Procurement Policy and act as gatekeeper to ensure full compliance with procurement procedures and documentation thereof before any commitment to purchase is signed and/or payment released.
- Conduct pre-qualification of vendors and participate in relevant procurement committee meetings.
- Negotiate fair terms for VSO contracts on rent and all purchases.
- Manage development of appropriate purchasing procedures for the Country office and ensure they are effectively and consistently applied by all staff.

- Capable of managing numerous simultaneous projects.
- Knowledge and demonstrated experience with MS Office package software applications with advanced skills using Microsoft Excel.
- Good organizational & people skills with ability to multi-task.
- Excellent verbal and written communications in English with ability to communicate effectively to a wide range of audiences, particularly internal and non-technical audiences and in particular an ability to present and explain financial information clearly to staff at all levels, including non-financial staff, both internally and externally.
- Ability to effectively communicate financial information to non-financial managers.
- Ability to analyse, evaluate and summarize financial records for accuracy and conformance to procedures, rules and regulations.
- Familiar with accounting fundamentals.
- Strong analytical, presentation, communication, and problem-solving skills.
- Knowledge of general grants and regulations typically acquired with three to five years related experience.
- Knowledge of good procurement procedures and working with multiple foreign currencies
- Knowledge of donor requirements (FCDO, EU, UN, USAID) contractual, procurement and reporting requirements is desired.

***Commitment to VSO's vision, mission, values and code of conduct***

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| <ul style="list-style-type: none"><li>• Manage Country office contracts with all service providers.</li><li>• Oversee assets management and ensure that all assets are tagged, verified regularly (at least half-yearly), insured and the assets register kept up-to-date and filled appropriately on SharePoint and in hardcopy.</li><li>• Ensure systems are in place to safeguard VSO's assets, ensuring maintenance of premises and other VSO property to VSO audit standards.</li><li>• Maintain appropriate records of all assets, review assets regularly and recommend items for disposal.</li><li>• Provide guidance and support to the in-country team and volunteers on travel policies and logistics procedures.</li><li>• Support basic logistics (i.e., in-country travel arrangements, events venue, accommodation).</li></ul> |  |  |
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