

<b>Role Title:</b> Voluntary Resource Support – Finance & Operations		<b>VSO Team Responsible to:</b> Finance and Operations Officer
<b>Responsible for:</b> None		<b>Work Location:</b> Abuja-FCT, Nigeria
<b>Commitment &amp; Duration:</b> Full-time for 3 months (with possibility of extension)		<b>Start Date:</b> 3 <sup>rd</sup> January 2023
<b>Job/Role Purpose:</b> To work closely with the Finance and Operations officer and provide clerical support		
<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 <a href="#">Global Safeguarding Policy</a>	<b>Level 1:</b> This post will have no direct contact/access to children and vulnerable adult, post 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.	
<b>Task Responsibilities</b> (8 – 10 bullets)	<b>Collaboration responsibilities</b> (key teams/roles this role will be working with)	<b>Competence required</b> (8 -10 bullets on skills, knowledge and experience)
<p><b>Finance Support:</b> Support the Country Finance Team in ensuring accuracy and deadlines are met by performing the following task:</p> <ul style="list-style-type: none"> <li>Scan and upload all finance documents on the shared drive</li> <li>Provide support to the Country Office Finance Team through processing of daily country office accounts at defined quality levels.</li> <li>Any other task as assigned</li> </ul> <p><b>Operations Support:</b> Support the Country Finance and Operations officer in the following areas: List all VSO Nigeria fixed assets</p> <ul style="list-style-type: none"> <li>List of assets per office, print same and signed off by the end user of that office.</li> <li>Ensure that all offices have a visual access to the list of assets per office ( eg the back of the door for the respective office).</li> <li>File and archive a copy of all lists of assets in a physical and electronic file.</li> <li>Ensure Tagging of all the untagged assets and update this on the assets register.</li> <li>List of all the obsolete/not needed assets to be disposed.</li> <li>List of all bad/damage assets to be disposed.</li> </ul>	<p>Finance &amp; Operations Officer</p> <p>Finance &amp; Operations Officer &amp; Country team members</p>	<p><b>Essential:</b></p> <p>Graduate in Business administration, finance or related field</p> <p>IT Skills – good knowledge of Microsoft Office, Excel particularly.</p> <p>Communication Skills– Good written and verbal communication skills - able to listen, present, discuss.</p> <p>Sensitivity to cultural and language differences, able to interact with people at all levels of the organisation. Able to work with others in a consultative way, ability to withstand and resolve conflict, negotiating professional solutions</p> <p>Planning and Organisation – Able to prioritise within restricted resources to tight deadlines. Able to anticipate and adapt to change. Strong attention to detail. Ability to work independently with minimal supervision. Self-motivated to set initiatives and self-learning.</p> <p><b>Desirable</b> - Commitment to VSO's work and values</p> <p><b>Competencies:</b></p> <p>Working together - Adds Value Proactively enables and encourages teamwork in others</p> <p>Communicating and influencing - Adds Value Proactively builds constructive relationships through clear communication and generates effective discussion and mutual support for plans and ideas</p>

<ul style="list-style-type: none"> <li>• Raise all the documentation needed for disposal process as specified by VSO policy</li> <li>• Finalized assets register with inclusion of all details as specified in VSO policy</li> <li>• Quotation gathering</li> <li>• Filing of procurement process documents</li> </ul> <p><b>Key Deliverables:</b></p> <p><b>Financial Support</b> All financial documents scanned and uploaded on the shared drive.</p> <p><b>Operations Support</b> Assets list is updated All offices have a copy of their respective assets list pasted at the door. Office assets all have tags A comprehensive list of obsolete and damaged assets is available electronically and physically. Maintain updated assets register for the country office</p>		<p>Managing knowledge - Adds Value Proactively seeks out new knowledge sources (people and data); uses and shares knowledge effectively</p> <p>Striving for excellence - Adds Value Sets and measures challenging objectives for self and others involved in the project; gives evidence-based feedback that helps others to excel.</p> <p>Managing people – Aware Requests and follows up on appropriate support from others; raises concerns about un-cooperative colleagues in an appropriate way</p> <p>Leading for the future - Aware Is enthusiastic about VSO's work, lives VSO's values and is open to new ideas</p>
--	--	--