

# JOB DESCRIPTION

Preliminary job information	
Job Title	BASE FINANCE MANAGER
Country & Base of posting	NIGERIA – MAIDUGURI BASE
Reports to	MAIDUGURI BASE FIELD COORDINATOR
Creation / Replacement	REPLACEMENT
Duration of Mission	6 MONTHS MINIMUM

## General information on the mission

### Context

**Première Urgence Internationale (PUI)** is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads on average 200 projects per year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 6 million people in 22 countries – in Africa, Asia, Middle East, and Europe. Following the intensification of the Chad Lake conflict in Nigeria (North East of the Country), PUI opened its Nigerian mission in 2016. PUI is also assisting the Nigerian refugees in Cameroon.

### General Context :

With the biggest population in Africa, (between 178 and 200 million inhabitants), Nigeria is ranked as one of the first economy of the continent thanks to oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from huge development disparities between North and South of the country, from inequalities between rich and poor, and from a high rate of corruption, at every level of the economic and administrative system. Moreover, Nigeria experiences a great ethnic and religious diversity. Within this volatile environment, the conflict in the North-East of the country (states of Borno, Adamawa and Yobe) and the linked widespread violence triggered a large scale humanitarian crisis.

### The conflict in the North-East

The group now called Boko Haram was created in 2001, with activity related to social actions and schooling. Over the years, the group started an armed rebellion against the government of Nigeria. Several members of the group were arrested, sparking deadly clashes with Nigerian security forces. The group's founder and then leader Mohammed Yusuf was killed while still in police custody. This was the beginning of the radicalization of the movement and of the conflict still affecting the area in the present days. In 2015, the Nigerian army received military support of neighboring countries (Chad, Cameroon, Niger and Benin) and of an occidental military coalition (US, France, British). The same year, Boko Haram pledged allegiance to ISIS and ended up divided into two branches: ISWAP (linked to ISIS) and JAS (the historical branch).

This conflict as well as the previous lack of basic services have created acute humanitarian and protection needs for those impacted by the crisis, including refugees, internally displaced persons (IDPs) and local communities.

### Humanitarian consequences:

The armed conflict affected more than 14 million people, with 2 million forcibly displaced in the Lake Chad Basin region, and new displacement continues. Following the new conflict and military developments, several Local Governmental Areas (LGAs) of Borno State were deemed accessible to humanitarian aid by the Nigerian government. But outside of the capital cities, in the countryside, the security is not granted to the populations and to the humanitarian workers. Assessments conducted in newly accessible areas in Borno State revealed severe humanitarian and protection conditions. Still, many people remain inaccessible to humanitarian actors due to insecurity, particularly in Nigeria's Borno State and border areas of Cameroon and Niger.

As of January 2019, close to 3.4 million displaced and returnees have been registered in Northern Nigeria, sometimes under conditions that have not been voluntary, safe and dignified. Projection for 2019 forecast new displacement and arrivals from the inaccessible areas (around 200,000). In total, at least 1.32 million of IDPs are located in Borno State. 50% of them are living in host communities. Around

55% of those displaced are children and the number of female and child-headed households is on the rise because male heads of households have either disappeared, been killed or fear to return to join their families. Sexual and gender-based violence (SGBV) is widespread, and many people have suffered the trauma of violent experiences.

The Humanitarian Needs Overview (HNO) 2019 estimated some 7.1 million people in need of humanitarian assistance in Nigeria across the three states of the north east (Borno, Yobe and Adamawa) with most needs concentrated in Borno State. In determining the scale of the response for 2019 (more than 1 billion USD consolidated appeal!), humanitarian partners agreed to focus on states assessed as the most affected by the violent conflict, infrastructure destruction, mass displacement, ongoing insecurity and ensuing factors. The most critical areas requiring humanitarian assistance are located in Borno, Adamawa and Yobe states where millions of people are in need of urgent life-saving assistance.

### **PUI's strategy/position in the country**

The main programmatic objectives of the mission for 2019 can be synthesized as follows:

- Continue and further develop the response to urgent needs of IDPs and Host Communities living in Maiduguri City through Food Security, Health, Nutrition and Protection activities.
- Further develop the integrated multi-sector response in Maiduguri City with the widening of the sectoral scope of PUI intervention by adding Protection, WASH... to the response portfolio (either directly or through coordinated approach with external actors)
- Develop the support to vulnerable populations in Monguno, through the launch of 2 Health, Nutrition and Protection projects

### **History of the mission and current programs**

The PUI Nigerian Mission has been officially opened in April 2016, with a focus on meeting urgent needs, including improving access to food commodities for Internally Displaced People (IDP) and host communities (HC), later adding Primary Health Care and Nutrition activities. This initial intervention was focused on populations living in Maiduguri. The progressive sectorial widening allowed to start implementing an integrated approach from 2017 in Bolori II Ward in food security, livelihoods, nutrition and health, with the support of ECHO, FFP, OFDA and CDCS, in line with PUI's global strategy. In 2019, PUI will further develop its comprehensive response in Maiduguri and Monguno, with the main objectives of reducing morbidity and mortality of the most vulnerable population and promoting protection amongst the whole affected community.

### **Configuration of the Mission**

<b>BUDGET ESTIMATE 2019</b>	<b>17 MILLION EUROS</b>
<b>BASES</b>	<b>ABUJA (ADMINISTRATIVE OFFICE)</b> <b>MAIDUGURI (COORDINATION OFFICE),</b> <b>MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)</b>
<b>NUMBER OF EXPATRIATES</b>	30
<b>NUMBER OF NATIONAL STAFF</b>	300
<b>NUMBER OF CURRENT GRANTS</b>	3
<b>MAIN PARTNERS</b>	ECHO, USAID/OFDA, CDCS, USAID/FFP
<b>ACTIVITY SECTORS</b>	Food Security (Cash transfer) Early Recovery and Livelihood (inception phase) Health (Primary Health Care) Nutrition WASH Protection - Community Outreach

## **Job Description**

### **Overall objective**

Under the direct line management of the Field Coordinator, the Base Finance Manager is responsible for the qualitative implementation of all financial procedures related to the base and works in close collaboration with the Finance Coordinator (technical manager) for the sound financial, accounting and budgetary management of the base, in compliance with PUI and donors procedures and national and local regulations.

### **Tasks and Responsibilities**

**Financial Support:** He/She oversees financial matters in the base, and ensures compliance with relevant procedures, with substantial support from the Finance Coordinator.

**Accountancy and Reporting:** He/She manages accountancy and reporting at base level and sends the relevant information to the Finance Coordinator according to PUI financial calendar.

## **Specific Goals and Related Activities**

### **1. ENSURE FINANCIAL, BUDGETARY, ACCOUNTING AND ADMINISTRATIVE MANAGEMENT OF THE BASE**

- He/She works in collaboration with the Finance Coordinator to set up aspects related to finance, including budgetary, accounting and cash management elements in the base.
- He/She ensures the design and the roll out of all necessary financial and budget management tools related to the running of the base.
- He/She ensures the proper use of these tools and procedures for financial, accounting and budget management in the base: accounting procedures, accounting records, SAGA, budget follow up (FFU), budget projections, cash forecasts, cash management and cash security.
- He/she provides to the Finance Coordinator on a weekly basis the cash forecast based on the budget forecast and the procurement plan.
- He/she ensures that the financial and accounting archives are in compliance with internal procedures
- He/She organizes and provides training to the administrative national staff as well as Project managers on these tools and procedures. He/she makes sure that these tools and procedures are understood and applied by the national staff.
- He/She controls and monitors the implementation of the tools and procedures and provides the necessary support to perform the service.
- He/She is responsible for cost optimization; and uses budget tracking to achieve this; he/she ensures adequate financial resources for the running of the site and projects.
- Regarding budgetary monitoring, he/she participates in team-based analysis (along with technical, and logistics management) and is responsible for detecting issues and proposing adjustments to the Field Coordinator and the Finance Coordinator,
- He/She ensures that accounting entries are completed in compliance with internal rules and procedures, and communicated to the Finance Coordinator according to the agreed calendar, after endorsement by the Field Coordinator.
- Together with the Finance Coordinator and the Field Coordinator, he/she tracks the cashflow for the base, and oversees disbursements.
- Together with the Finance Coordinator and the Field Coordinator, he/she ensures that a system of internal oversight is in place in the base.
- He/She ensures compliance with internal and external procedures for validation of expenditures commitment, and participates in the process of endorsing purchase orders.
- He/She is the guardian of the bookkeeping, and in that capacity makes sure that cash balances and bank accounts are absolutely and permanently backed up by appropriate accounting documents.
- He/She provides a technical support to the base regarding financial tools.
- Together with the Finance Coordinator, he/she develops tools to perform the finance department in the base.
- Under the supervision of the Finance Coordinator, he/she organizes the preparation of the audits.
- He/She ensures the update of Data base for FS Vendor follow up, and ensures that reconciliation of the sales on Red Rose platform for the E-Voucher Disbursement's and payments is done properly.
- Together with the HR department, He/She ensures that the proper follow-up with medical service providers to receive timely and accurate reporting and ensures payment is done accordingly
- He/She ensures the supporting documents are sufficient as per PUI policy & procedures before authorizing the payments on GT bank portal.

### **2. TEAM MANAGEMENT**

- In liaison with the Field Coordinator, the Finance Coordinator and the Base HR Manager, he/she designs the finance team setup and size according to the needs of the base.
- He/She participates to the recruitment process of the finance team.
- He/She supervises and manages directly his/her team.
- He/She guides the work of the finance team, tracks the realization of their objectives, and leads the mid-term and final staff appraisals.
- He/She ensures compliance with the internal policies, rules and procedures of PUI on the site.
- He/She assumes or delegates responsibility for the induction of new staff in the base, ensures that the relevant PUI tools and policies are well understood

- He/She completes basic training sessions for national employees, identifies additional training needs, and sets up adequate trainings in collaboration with the Base HR Manager
- He/She prepares the job descriptions of national employees under his/her immediate supervision.

### 3. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- He/She ensures efficient flow of information to the Finance Coordinator and Field Coordinator.
- He/She drafts or participates in the drafting of reports in all matters concerning his/her field of action in financial, budgetary and accounting of the base.
- He/She sends the internal and external reports to the immediate supervisor, while meeting internal deadlines for endorsement
- He/She attends internal coordination meetings, and participates actively.
- If necessary, he/she represents PUI with partners, local authorities and various actors involved in the financial aspects of the mission.

### Focus on priority activities relating to the context of the mission

#### 1. Support and follow up the program development of the base:

- Ensures the timely payments of supplier on weekly basis, monthly incentives/daily worker payments and Payroll.
- Ensuring the continuous running of the high amounts' e-voucher transfer.
- Organizing individual / collective briefings on financial, accounting and budgetary matters for the new national and international staffs

#### 2. Budget monitoring and financial reporting:

- Support the Field Coordinator and Finance Coordinator in preparation of new proposal and budgets.
- Supporting the launching of the new grants in terms of financial forecasts and follow-up in close collaboration with the program teams and support managers (Logistics and HR)
- Ensuring the timely and proper closing of the 2019 grants in preparation of the final financial reports (control the eligibility of the last expenses, etc.)

### Team Management

Number of people to manage and their position (expatriate/local staff)

Direct management:

- National Staff: 1 Finance Officer + 1 Finance Assistant

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	Financial/accounting management	Project Management Human Resources Management
<b>PROFESSIONAL EXPERIENCE</b> Humanitarian International Technical	Minimum 2 years Minimum 1 year Minimum 1 year	Experience in Team Management
<b>KNOWLEDGE AND SKILLS</b>	Knowledge of procedures: institutional donors (ECHO, USAID, WFP ...)	Knowledge of PUI procedures
<b>LANGUAGES</b> French English Other (to be specified)	X	X

<b>SOFTWARE</b> Pack Office Other (to be specified)	X	Saga
<b>Required Personal Characteristics (fitting into the team, suitability for the job and assignment)</b>		
<ul style="list-style-type: none"> <li>• Ability to work in volatile environment</li> <li>• Leadership skills and ability to take decisions</li> <li>• Ability to work independently while taking initiatives and showing a sense of responsibility</li> <li>• Organization, rigor and ability to meet deadlines</li> <li>• Analytical (discernment, pragmatism) skills</li> <li>• Ability to show authority, if necessary</li> <li>• Capacity to adapt and show organizational flexibility</li> <li>• Ability to work and manage affairs professionally and with maturity</li> <li>• Sense of diplomacy</li> <li>• Strong listening, negotiation and communication skills</li> <li>• Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies</li> <li>• Ability to remain calm and level-headed</li> <li>• General ability to resist stress and particularly in unstable circumstances</li> <li>• Ability to integrate local environment and to adapt to a different cultural context</li> <li>• Ability to live in a large community</li> </ul>		

Conditions
<b>Status</b>
<ul style="list-style-type: none"> <li>• <b>EMPLOYED</b> with a Fixed-Term Contract</li> </ul>
<b>Compensation</b>
<ul style="list-style-type: none"> <li>• <b>MONTHLY GROSS INCOME</b>: from 1 815 up to 2 145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI</li> </ul>
<b>Benefits</b>
<ul style="list-style-type: none"> <li>• <b>COST COVERED</b>: Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>• <b>INSURANCE</b> including medical coverage and complementary healthcare, 24/24 assistance and repatriation</li> <li>• <b>HOUSING</b> in collective accommodation</li> <li>• <b>DAILY LIVING EXPENSES</b> (« Per diem »)</li> </ul>