

Vacancy announcement

Position	Country Finance Manager - Nigeria	Starting date	ASAP
Location	Maiduguri / Abuja	Type of contract	Fixed term
Contract duration	12 months renewable	Security Risk Level	

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential.

ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last kilometer: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. ACTED develops and implements programs that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship. ACTED's approach looks beyond the immediate emergency towards opportunities for longer term livelihoods reconstruction and sustainable development.

With a budget of 190 million EUR in 2015, ACTED is active in 35 countries and implements more than 495 projects a year reaching over 11 million beneficiaries with 400 international staff and 4,300 national staff.

Position context and key challenges

In response to the emergency situation in Nigeria, ACTED recruits.

Key roles and responsibilities

Under the authority of the Country Director and Finance Director in HQ, the Country Finance Manager (CFM) will be responsible for ACTED accounting and financial management in-country. The CFM ensures that national legislation is adhered to, and that the country specific standards are applied in ensuring efficient use of resources.

1. Accounting and Financial Management

Accountancy

Treasury

Commitment of expenditure

2. Budget Management

Ensure budget follow-up

Develop project budgets

3. Department Follow-up

Team leadership

Internal Procedures and Information Flows

Required qualifications and technical competencies

Master degree minimum in Finance or related area

3+ years of solid experience in financial management and monitoring systems, preferably of large development programs, possibly complemented by academic expertise

Excellent financial and analytical skills

Excellent communication and drafting skills for effective reporting on programme financial performance

Ability to manage a financial/monitoring team and demonstrate leadership

Ability to monitor and evaluate financial and monitoring skills of communities through capacity-building efforts

Ability to operate in a cross-cultural environment requiring flexibility
Familiarity with the aid system, and understanding of donor and governmental requirements;
Prior knowledge of the region an asset
Fluency in English required - ability to communicate in local languages an asset
Ability to operate Microsoft Word, Excel and Project Management software

Conditions

Salary defined by the ACTED salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
Additional monthly living allowance
Free food and lodging provided at the organisation's guesthouse
Transportation costs covered, including additional return ticket + luggage allowance
Provision of medical, life, and repatriation insurance

How to Apply

Please send your application including cover letter, CV and references to jobs@acted.org under **Ref: CFM/NIA**