



VACANCY ANNOUNCEMENT

Position Title: **Finance and Administration Manager**

Location: **Abuja, Nigeria**

Organisation Overview:

Stop TB Partnership Nigeria (STPN) is a reputable not-for-profit organization advocating for policies and resources to end TB in Nigeria. The Partnership complements the efforts of the government and other stakeholders through high-level advocacy for policy and domestic resource mobilization from government and private sector, support improved coordination and multi-stakeholder engagement, strengthen capacity of civil society and affected communities, improve linkages and collaboration between TB and other social determinants of health and broader development issues, increase public awareness and knowledge about TB by working with media, entertainment industry and other stakeholders.

The Partnership requires the service of a Finance and Administration Manager for effective management of its new grant.

Position Overview:

The Finance and Administration Manager will play a pivotal role in managing the organisation's financial operations and administrative functions. This position ensures compliance with regulatory requirements, provides accurate financial information for decision-making, and fosters a conducive work environment for efficient operations.

Reporting Line: Reporting to the Executive Secretary.

Key Responsibilities:

- Prepare monthly, quarterly, and annual financial statements in compliance with relevant accounting standards and donor requirements.
- To conduct variance analysis and provide insights to management on financial performance against budget and forecasts.
- Develop and maintain adequate internal controls to safeguard assets, prevent fraud, and ensure compliance with organizational policies and procedures.
- Monitor budget utilization and provide timely updates to management on budget vs. actual performance.
- Collaborate with the Program Manager and Grants Manager to develop annual budgets and forecasts.
- Identify areas for cost optimization and efficiency improvements to support organizational objectives.
- Prepare financial reports for donors, Board meetings, and other stakeholders as may be required.
- Ensure timely submission of financial reports to donors and compliance with grant agreements.
- Stay abreast of changes in accounting standards, tax regulations, donor requirements, payroll preparation and ensure organizational compliance.

- Conduct periodic internal audits to assess internal controls' effectiveness and recommend necessary improvements.
- Oversee the maintenance and optimization of financial systems and software (e.g., QuickBooks) to support efficient and accurate financial reporting.
- Streamline administrative processes and procedures to enhance efficiency and reduce manual effort.
- Strengthen the capacity of other staff on financial policies, procedures, and systems.
- Supervise and mentor finance Officers, providing guidance and support to enhance their professional development.
- Foster a collaborative, inclusive work environment that promotes teamwork, accountability, and continuous learning.
- Communicate effectively with internal and external stakeholders to ensure alignment of financial and administrative activities with organizational goals.
- Lead by example, demonstrating a commitment to integrity, transparency, and accountability in all financial and administrative management aspects.

Qualifications and Experience:

- A bachelor's degree or HND in Accounting.
- Professional certification in ICAN is compulsory. Other certifications in ACCA, CPA, CIMA etc is also highly desirable.
- Masters in Business Administration (MBA) will be an added advantage.
- Minimum of five (5) years of progressive experience in financial management, preferably in the nonprofit sector.
- Strong knowledge of accounting principles, financial reporting standards, and grant management best practices.
- Proficiency in financial management software and Microsoft Excel especially QuickBooks and other accounting software is preferred.
- Excellent analytical skills and attention to detail, with the ability to interpret financial data and provide insights to inform decision-making.
- Strong communication and interpersonal skills, with the ability to effectively interact with internal and external stakeholders.

Application Instructions:

To apply for this position, please submit the following documents to jobs@stoptbnigeria.org :

- A cover letter outlining your motivation and qualifications for the role.
- A detailed resume/CV highlighting relevant experience and educational background.
- Contact information for at least two professional references.
- Include "Finance and Administration Manager Application" in the subject line of your email.
- Only shortlisted candidates would be contacted.

Deadline for Application: 15th June 2024.

Stop TB Partnership Nigeria is an equal opportunity employer and encourages applications from qualified individuals regardless of race, ethnicity, religion, gender, disability, or age.