

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Finance Assistant</b>
<b>Dept/Field Office:</b>	Finance/Operations
<b>Reports To:</b>	Finance Officer
<b>Staff Supervised:</b>	None
<b>Area of Responsibility (AoR)</b>	Country Office, Field Offices

### Purpose

Under the guidance and supervision of the Finance Officer, the incumbent will provide support to the Finance Department in the management, administration, judicious utilisation of funds and monitoring of financial transactions of the assigned grant.

In particular, the appointee will be the focal staff for the financial transactions of the grants under Plan International and UNFPA and ensures strict compliance to established guidelines and procedures on budgeting, accounting and auditing standards of NP and of the donors.

### Key tasks and responsibilities

#### 1. Daily Tasks

- Supervise procurement of goods and services needed by the project staff as well as by the implementing partners and ensure timely payment of vendors.
- Prepare cash and payment vouchers with complete documentation and attachments.
- Assist the Finance Officer in monitoring and releasing of all cash advances to staff, field offices and implementing partners.
- Arrange and procure suitable venues for training venue, airline tickets for travel and hotel accommodation for travelling party/ies.
- Strictly implement finance policies and procedures based on established NPP rules and regulations to ensure effective project implementation.
- Post day-to-day transactions to Quickbooks.
- Prepare/file requests for travel authorization and security clearance as well as claims of the employee/staff for expenses incurred during travel.
- Respond with urgency all finance requests especially on sudden and emergency requests.
- Maintain finance files/documents /ledgers in a systematic and orderly manner.

#### 2. Monthly Tasks

- Assist the Finance Officer in the preparation NPP Financial Reports for submission to HQ and Donors.
- Prepare/submit liquidation reports for submission to Finance Officer.
- Prepare variance report.
- Review monthly budget forecast of project staff/implementing partners for submission to Finance Officer.
- Assist the Finance Officer on the regular preparation of monthly and weekly budget forecast for submission to the Management Team.
- Update cash advances ledger of project staff and implementing partners.
- Prepare monthly bank reconciliation.
- Post the transactions every month and produce cash disbursement book, cash receipts book, journal book and subsidiary ledgers for cash advances, travel advances, salary advances.
- Review all receipts every month and submit findings to Finance Officer

### 3. Internal/External Audit

- Prepare financial documents needed for audit and respond to audit queries.

### 4. Other Duties: Perform other tasks as may be assigned by the Finance Officer/Senior Operations Manager

### 5. Basic Qualifications

- **Education and Training**

University degree in accountancy or equivalent in a related field to business administration, management, finance and relevant training in finance, accounting, budgeting, compliance review.

- **Work Experience**

Minimum of two (2) years work experience in finance, accounting and budgeting processes and management particularly in international development organizations with multi-cultural office environment.

- **Skills Set**

Excellent in oral and written English communication skills; attention to details; critical decision-making skill; coordinating skills.

- **Personal Qualities**

Honesty and integrity  
Flexibility but highly organized and systematic  
Highly professional and high personal/emotional maturity  
Remains effective and focused under stressful situations  
Good team player  
Willing to Learn

### How to apply :

- Candidates meeting the above requirements are requested to visit our website <https://nonviolentpeaceforce.org/about/work-with-us> to download and complete the NP Application to accompany your CV (max. 2 pages) and cover letter (max. 1 page). Incomplete applications will not be considered.
- The closing date for applications is on **Tuesday, 18 January 2021.**
- As part of the recruitment process, shortlisted candidates may be asked to complete a written assignment and if successful, participate in an interview process.

### Special Notice:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.