

FINANCE AND ADMIN OFFICER

The Nigeria Agribusiness group (NABG) is an umbrella association for all corporations in the Agribusiness sector in Nigeria; it administers private sector participation through advocacy and advise the Governments on policy direction. The NABG council comprises leaders of these associations and corporates who are major players in the agribusiness value chains.

The Finance & Admin Officer will be responsible for keeping and interpreting financial records and will manage the expense, billing, and budget for the projects. He or She will be responsible for maintaining records regarding costs and project related expenses and will work closely with the program manager to prepare timely and accurate financial report of the project.

Job Title: Finance & Admin Officer

Job Type: Full Time Employment

Reports to Program Manager

Location: Abuja

Closing Date: Open until filled

Duties and Responsibilities

- Establish and maintain sound and transparent accounting and fiscal control procedures for internal operations.
- Prepare monthly, quarterly and annual financial reports to the management.
- Prepare annual financial reports and narratives to program funders while adhering to reporting requirements.
- Organize a filing system for important and confidential company documents.
- Compute key business metrics and provide weekly, monthly, and quarterly reports to management.
- Process all invoices and facilitate payment for products/services
- Reconcile the administration of all leases, grants, contracts, and other financial obligations.
- Coordinate execution of financial reviews or audits and ensure timely follow up to review or audit conclusions and recommendations in close collaboration with the management team.
- Manage the project cash flow and prepare cash flow forecasts regularly.
- Manage insurance cover for all project assets
- Manage project petty cash float (log reconciliation, fund disbursement and reimbursement)
- Draft contracts and SLAs for service provider engagement
- Prepare a timely schedule to account for and track project assets
- Ensure compliance with the regulatory bodies' guidelines –WHT, PAYE, NHF etc.
- Physical and electronic filing of program supporting documents for transactions.

- Develop, test, and monitor internal controls according to each project budget expense category
- Manage and organize business travels.
- Develop and update administrative policies, processes and & procedures
- Setup and coordinate meetings and conferences.
- Manage the purchase of company items and procurement of operational materials and equipment.
- Maintains appropriate procurement records
- Organize a filing system for important and confidential company documents.
- Provide all required support for stakeholder meetings or engagements
- Overall office management and ensuring day-to-day operations are seamless.
- Carry out any other activities as will be required by the management

Educational Qualification and Experience Requirement

- Degree in accounting, finance, economics, business administration, or related field is strongly preferred.
- 3 – 5 years of relevant experience in financial management.
- Solid knowledge in generally accepted accounting, budgeting, and fiscal control principles.
- Experience with preparing financial reports for donor funded projects.
- Relevant skills in automated accounting software systems and database spreadsheets.
- Experience building capacity in financial management and demonstrated ability to create and maintain effective working relationship with partner organizations and within the internal team.
- Partly (or fully) qualified chartered accountant (ACA or ACCA)

Skills

- Ability to translate complex financial concepts to individuals at all levels.
- Fluency in the English language, and excellent writing and presentation skills.
- Ability to understand current issues quickly and make smart and wise decisions.
- Ability to work under pressure, plan personal workload effectively and delegate.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Strong ethics with an ability to manage financial data

To Apply:

Qualified and interested applicants should submit their **CV** to recruitment@nabg.ng Please identify the position for which you are applying in the subject line. Due to a high volume of applicants, please understand that we are able to contact only those who meet the minimum qualifications.