SHORT VACANCY NOTICE
Open to Internal & External Candidates

Position: Contract Accountant
Location: Abuja.
Type of Appointment: Short term
Closing Date: 7th August, 2019

BACKGROUND

CLEEN FOUNDATION (formerly known as Centre for Law Enforcement Education) is a non-governmental organization based in Abuja and established in January 1998 with the mission of promoting public safety, security and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programmes and publications, in partnership with government, civil society and the private sector. Since its establishment in the country in 1998, CLEEN has greatly encouraged the development of the Security and Justice sectors through Capacity building programs, Accountability and justice programs, Local and international research initiatives, Public safety and security interventions, Community resilience and peace building efforts and through promotion of human rights and the rule of law in partnership with Civil Society Organisations, Government agencies, Media organisations and developmental partners.

In view of its quest for expansion, productivity and actualization of its strategic plan and program objectives, CLEEN Foundation is currently recruiting and searching for experienced, resourceful and proactive officers to join its team:

Qualification

The candidate must possess:

- Minimum of B.Sc/HND in Accounting
- Experience in working with NGO or partners accountable for grant.
- At least 5 years working experience of which 3 years will be working and keeping NGO accounts and donor reporting.
- Vast in budget preparation to support proposal writing
- Professional certificate in accounting and finance like ACCA, ICAN or ANAN is necessary.
- Excellent usage of MS Office applications (Word, Excel, PowerPoint, etc.) as well as SAGE Accounting package is very necessary
- Excellent verbal communication and listening skills
- A team player
General Responsibilities

- Assist in the Preparing and processing of Project Budgets.
- Effective management of all project transactions which includes, cash disbursements, staff advances accounting.
- Tracking all money given to staff members (per diem, purchasing goods under the procurement threshold, e.t.c) are accounted for and receipts collected.
- Perform routine calculations to produce analysis and reports as requested by the Operations department.
- Help oversee and manage individuals/service providers account.
- Review all requisitions and ensure timely and appropriate cash flows.
- Create, send, and track all invoices from vendors, subcontractors, Consultants, e.t.c.
- Review and adhere to departmental budgets.
- Collect and enter data into various financial spreadsheets.
- Review and audit financial statements and reports, ensure all calculations and data entries are correct.
- Reconcile any discrepancies or errors identified by conversing with employees and/or clients.
- Report any troubling discoveries or suspicion of wrongdoing to the proper authorities.
- Collect information for and prepare payroll payments for employees.
- Assist the financial Manager in creating project reports on a regular basis.
- Adhere to the organizational policies, and procedures.
- Answer questions and provide assistance to stakeholders, partners and clients as needed.
- Attend finance department and organisation-wide meetings,
- Assisting with financial reporting to managers and senior executives.
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions

Core Values

- Respect for human rights
- Integrity
- Professionalism
- Accountability & Transparency
- Innovation

Functional Competencies

- Excellent communication skills in both verbal and written English.
- Excellent interpersonal skills.
- Ability to Communicate clearly with CLEEN, partners and members of the public
- Interest in progressive issues and commitment to public interest work
- Prioritize work and take initiatives within agreed guidelines and set deadlines
- Proficiency with Microsoft Office and Internet;
- Willingness to develop professional and personal skills necessary to perform assigned tasks
• Work accurately and in detail particularly under pressure of deadlines and maintain reliable projects files
• Willingness and ability to travel and work outside regular business hours when necessary;

Method of Application
Applicants for the respective positions above must email their CVs (Max 3pages, Word) with a cover application letters to: searchcommittee@cleen.org using the “Job title” as the subject of the mail.

Application Deadline: Wednesday 7th August, 2019