



## SHORT VACANCY NOTICE

Open to Internal & External Candidates

<b>POSITION:</b>	<b>Project Finance Officer</b>
<b>LOCATION:</b>	<b>Abuja.</b>
<b>TYPE OF APPOINTMENT:</b>	<b>Short-term (Seven Months)</b>
<b>CLOSING DATE:</b>	<b>Friday, 6<sup>th</sup> October 2023.</b>

### BACKGROUND

The CLEEN Foundation (formerly known as Centre for Law Enforcement and Education) is a non-governmental organization established in January 1998 with the mission of promoting public safety, security, and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programs and publications, in partnership with government, civil society and the private sector. CLEEN Foundation is in special consultative status with the Economic and Social Council of the United Nations in New York, United States of America since June 2020, and has observer status with the African Commission on Human and Peoples' Rights based in Banjul, The Gambia.

### ABOUT THE PROJECT

The ongoing police reform process is now in the second full year of implementation. The first year of implementation of the SPRPiN benefited extensively from the support and guidance of the Federal Government through the Office of the Chief of Staff to the President and close coordination and collaboration with the Ministry of Police Affairs, the Police Service Commission, the NPF and development partners. Several impressive results were achieved during this period of implementation, including, among others, the establishment and operationalization of the Police Reform and Transformation Office (PORTO) as the hub and muscle of the police reform process,

In this phase of the project, the CLEEN Foundation aims to support efforts by the SPRPiN to reinforce further the reform process by building on the emerging lessons and best practices derived from the first phase of implementation. Towards this end, a critical emerging lesson that has been optimally effective is harnessing and leveraging on the individual and collective advantages of stakeholders of the reform process. CLEEN Foundation shall leverage its extensive collaborative linkages in supporting and speeding up reform. Specifically, at the policy level, the CLEEN Foundation shall work closely with stakeholders to support the efforts of the SPRPiN in reinforcing the policy framework of the reform process. The over decade-long relationship between the Nigeria Police Force and the Foundation guarantees access and cooperation from the leadership of the police and this will have a positive impact in implementing this new phase of the project. Finally, the proposal for the phase expects a synergy between the project and the general populace especially as it relates to establishing platforms in specific states in order to foster civilian

involvement in policing for the purpose of ensuring active citizens' involvement in public safety and security which is a cardinal thematic area for the foundation. The goal of this phase is to further push the frontier of police reform in Nigeria and establish proactive and problem-solving police in Nigeria. To this end, CLEEN Foundation is seeking a Project Finance Officer to help achieve the project goals and objectives.

## **QUALIFICATION AND EXPERIENCE**

- Level of Education - B.Sc., /HND or equivalent in accounting
- Specified Study Area - Finance / Accounts
- Experience in working with an NGO or partners accountable for grants and other financial support provided to implement project activities, particularly at the community level.
- Experience in UN reporting and documentation
- Working knowledge of project audit required documentation.
- Proficiency in the use of the SAGE package or other accounting software.
- Excellent verbal communication and listening skills.
- Language Requirements: Spoken English-Excellent; Written English-Excellent
- 5 years of experience working in Nigeria and being familiar with the terrain, is a plus
- Ability to work independently with minimal supervision, to be able to accept and discharge substantial responsibilities, prioritize work assignments, and meet deadlines.
- Ability to establish and maintain effective working relations with relevant internal and external stakeholders, with sensitivity and respect for diversity.

## **GENERAL RESPONSIBILITIES**

- Preparing and processing of all Project Budgets, and managing all project's cash disbursements and advances so that all money that is being spent or given to staff members is accounted for and receipts collected.
- Perform routine calculations to produce analysis and reports as requested by the finance Coordinator.
- Help oversee and manage individual accounts.
- 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 project budgets.
- Collect and enter data for various financial spreadsheets.
- Review and audit financial statements and reports, ensure all calculations and data entries are correct.
- Reconciliation of bank statement using Sage accounting software on a monthly basis
- Reconcile any discrepancies or errors identified by conversing with employees and/or clients.
- Report any troubling discoveries or suspicion of wrongdoing to the appropriate personnel.
- Collect information for and prepare payroll payments for employees on the project.
- Assist in creating financial reports on a regular basis.
- Adhere to the CLEEN financial policies and procedures governing effective project implementations.
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.

## **ADDITIONAL JOB RESPONSIBILITIES:**

- Manage the electronic spreadsheet/format for receiving and disbursing funds; coordinate the preparation and timely submission of monthly financial reports and other reports as required. Ensure accurate keeping of account books (electronic and paper) for the project.
- Ensure that timely and accurate information is generated and disseminated accordingly to the project team, to inform activity planning and forecasts.
- Process all banking activities on the project, ensuring that bank account records are accurately maintained and that bank statements are obtained on a timely basis.
- Prepare monthly project running cost analysis and make recommendations as necessary regarding liquidation of project funds
- Process all payments (cheque and/or cash) to vendors, service providers, and partners in line with the project policies/requirements and ensure all financial transactions in the office are appropriately approved, authorized and administered, in line with existing policies.

The duties and responsibilities as set out above are not exhaustive and the position holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

## **BEHAVIOURAL CAPACITY (VALUES IN PRACTICE)**

- Accountability/Transparency: Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling the project values. Openness in all official dealings.
- Ambition: Set ambitious and challenging goals for themselves and their team, take responsibility for their own personal development, and encourage their team to do the same. Future-orientated thinks strategically and on a global scale.
- Collaboration: Builds and maintains effective relationships, with their team, colleagues, Members, and external partners and supporters. Values diversity, and sees it as a source of competitive strength. Approachable, good listener, easy to talk to.
- Creativity: Develops and encourages new and innovative solutions.
- Integrity: Honest, encourages openness and transparency; demonstrates the highest levels of integrity.

**Note:** Due to the urgency of this position, applications will be assessed on a rolling basis, and ONLY shortlisted candidates will be contacted. The successful candidate will be expected to resume immediately.

## **METHOD OF APPLICATION**

Interested and qualified candidates should forward their CVs with cover application letters plus a maximum 3-page CV to [searchcommittee@cleen.org](mailto:searchcommittee@cleen.org) using the “Job title” as the subject of the mail.

**DEADLINE:** Friday, 6<sup>th</sup> October 2023.

**NO PHONE CALLS PLEASE**