



VACANCY NOTICE

Open to Internal & External Candidates

Position:	Finance Assistant
Specialisation:	Accounting/Auditing
Location:	Abuja.
Experience:	3 year(s)
Type of Appointment:	Full Term
Closing Date:	17th May, 2024

BACKGROUND

CLEEN Foundation (formerly known as Centre for Law Enforcement and Education) is a non-governmental organisation 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. CLEEN Foundation has been 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.

CLEEN's organisational structure is intended to encourage staff members to be involved in all aspects of project work, from conception to proposal writing, implementation, monitoring, evaluation and assessment, and to work effectively as a team to achieve our organisational objectives. CLEEN also believes in constant in-house and professional training for staff in areas applicable to its work, constantly developing staff skills and abilities. We know that great people make a great organisation, and our employees play a crucial role in helping us achieve our mandate for justice sector reform. We value our people and offer a meaningful and rewarding career and a collaborative and inclusive workplace where professionalism, creativity, and integrity are highly valued.

To this end, CLEEN Foundation is seeking a Finance Assistant to help it achieve its project and organisational goals and objectives.

Roles and Responsibilities

- Assist in the Preparing and processing of all Project Budgets and manage all project's cash disbursements and advances so that all money that is being spent or given to staff members (for per diem, purchasing goods under the procurement threshold, etc.) is accounted for and receipts collected.
- Perform routine calculations to produce analysis and reports as requested by the Finance Manager.
- 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, etc.
- Review and adhere to department 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 statements using Sage accounting software every month
- Reconcile discrepancies or errors identified by conversing with employees and clients.
- Report any troubling discoveries or suspicions of wrongdoing to the proper authorities.
- Collect information for and prepare payroll payments for employees.
- Assist the Financial Manager in creating financial reports regularly.
- Adhere to the company's or organisation's financial policies and procedures.
- Answer questions and assist stakeholders, customers, and clients as needed.
- Attend finance department and organisation-wide meetings, sometimes assisting with financial reporting to managers and senior executives
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.
- 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 other CLEEN offices.
- 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 in the office, ensuring that bank account records are accurately maintained and bank statements are obtained on time.
- Process all payments (cheque and/or cash) to vendors, service providers, and partners in accordance with CLEEN policies/requirements and ensure all financial transactions in the office are appropriately approved, authorised, and administered by CLEEN and project policies.
- Maintain the office cash box and disburse cash payments. Ensure non-finance staff perform weekly cash counts and properly document them.
- In collaboration with the line manager, support financial management training in accordance with CLEEN's financial management policies.
- The duties and responsibilities as set out above are not exhaustive, and the role holder may be required to carry out additional duties within reasonableness of their skills and experience.

Basic Qualifications

- Bachelor's Degree in Accounting, Business Administration, Economics or any other related field
- Proficiency in the use of the Accounting SAGE package.

Required Qualifications and Skills

- At least three years of experience working with an NGO or partners accountable for grants and other financial support provided to implement project activities, particularly at the community level.
- Excellent verbal communication and listening skills.
- Language Requirements: Spoken English-Excellent; Written English-Excellent
- five years experience working in Nigeria and being familiar with the terrain is a plus
- Excellent using MS Office applications (Word, Excel, PowerPoint, etc.)
- Professional certificate in accounting and finance - ACCA, ICAN or ANAN will be an added advantage

Behavioural capacity (Values in Practice)

- Accountability/Transparency: Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling CLEEN 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-oriented, thinks strategically and on a global scale.
- Collaboration: Builds and maintains effective relationships with team members, colleagues, members, 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:

- Only candidates within the Federal Capital Territory will be considered.

Method of Application

Interested and qualified candidates should forward a one-page application plus a maximum 4-page CV to searchcommittee@cleen.org, indicating "APPLICATION FOR FINANCE ASSISTANT" as the subject, and fill out this [FORM](#).

Deadline: 17th May, 2024