

# Job Description for **Finance Associate**, The EiE Project Ltd/Gte (aka Enough is Enough Nigeria)

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## **About Enough is Enough Nigeria (EiE)**

EiE is a network of individuals and organizations committed to instituting a culture of good governance and public accountability in Nigeria through active citizenship.

We are non-partisan, neither are we a platform for the actualization of any individual's political ambitions.

We believe in the power of young people to change Nigeria's destiny.

[www.eie.ng](http://www.eie.ng)

## **Job Title**

Finance Associate, EiE

## **Period & Mode of Engagement**

Full time

## **Primary Job Location**

Lagos, Nigeria

## **Purpose**

1. Oversee accounting processes and procedures for EiE and its projects.
2. Ensure EiE's accounts are complete, current and stored accurately.
3. Manage and update of transactions on EiE's account.
4. Manage EiE's budgets and various income streams.
5. Ensure timely accurate invoicing and proper archiving of financial records.

## **Primary Responsibilities**

- 1) **Oversee accounting processes and procedures for EiE and its projects by**
  - Ensure timely and accurate recording of all financial transactions in line with organizational and donor requirements and deadlines.
  - Monitor the petty cash and bank balances to ensure sufficient funds are always available depending on the programme needs.
- 2) **Ensure EiE's accounts are complete, current and stored accurately.**
  - Post cheque and cash payment vouchers into Quick books (knowledge of QuickBooks Compulsory).
  - Ensure EiE meet all its commitments to the donors and be the contact person for donors in all finance - related matters.



- Ensure monthly and other annual and periodic financial reports are forwarded to management and donors within the stipulated deadlines.
  - Ensure financial records are maintained in compliance with accepted policies and procedures.
- 3) **Ensure timely and accurate invoicing and proper archiving of financial records**
    - Provide an overview of performance of the suppliers and be overall responsible for the timely disbursement of the financial instalments to suppliers.
  - 4) **Manage EiE's various income streams – individuals, funders etc.**
  - 5) **Manage EiE's budgets.**
    - Establish and prepare accurate and timely information for budget monitoring and progress reporting of programme funds and grants.
    - Develop a realistic annual budget and making sure that it includes enough income to cover all planned expenditure.
  - 6) **Ensure weekly accounts reconciliation for the benefit of the ED.**
  - 7) **Develop a monthly management account for the EiE board.**

#### Contacts

Reports to the Program Manager of EiE

<b>Qualifications, Experience &amp; Skill</b>	<b>Essential</b>	<b>Desirable</b>
Previous work experience in a similar role.	√	
Post-secondary education/qualifications in Accounting or any related field	√	
Computer proficiency in Ms office and accounting packages preferably QuickBooks.	√	
Ability to work independently while being a strong team player.		√
NGO experience.		√
Excellent verbal, organizational and interpersonal skills.	√	
Excellent written and verbal English.		√
Knowledge of Nigerian languages.		√
High comfort level with computer excel tools.	√	
Ability to work under direction and to exercise personal responsibility and autonomy to meet objectives.	√	
Ability to make decisions which influence the success of a project or enhances team objectives.	√	
Demonstrates an analytical & systematic approach to problem solving.	√	
Ability to plan, schedule and monitor work to meet deliverables in a timely manner.	√	
Ability to work well under pressure while being attentive to detail.	√	
Ability to work well with senior management, colleagues and the public.	√	
High degree of trustworthiness, discretion & confidentiality.	√	



### **Remuneration**

- ❖ Maximum of **N 77,880 per month** (pre-tax; all allowances included).
- ❖ There will be opportunities to earn additional income from short-term projects.

### **Performance Review Criteria**

1. Ability to deliver on the requirements of the job description.
2. Effectively communicates relevant Account information to superiors.
3. Ability to produce timely & accurate weekly account status reports for the ED.
4. Resolves and/or escalates issues in a timely fashion.

### **Mode of Application**

- ❖ Complete the application form on [www.eie.ng/opportunities](http://www.eie.ng/opportunities) to apply.
- ❖ Only shortlisted candidates will be contacted.

