

INTERNAL & EXTERNAL VACANCY ANNOUNCEMENT

Description

Job Title: Finance and Administrative Officer	Reports To: Finance and Admin. Manager
Department: Finance & Admin Unit	Location: Takum, Taraba State
Employment Type: Full-time	Employment Duration: Initial Sixteen (16) Months with possible extension contingent on funding

About Rhema Care Integrated Development Centre

Rhema Care Integrated Development Centre (RIDECC), is a not-for-profit, pro-poor, non-governmental humanitarian and development organization working in partnership with the poor and vulnerable to improve their quality of life through the promotion of social transformation, economic empowerment, and environmental sustainability of deprived communities in Africa.

Rhema Care is implementing Strengthening Community Response for Refugees in Nigeria (SCRIN Project) in Taraba State and Cross River State (a grant in support of Water, sanitation, hygiene, livelihood and protection Services for refugees).

Rhema Care seeks to engage a qualified; purpose-driven and result-oriented person to fill the position of Finance and Administrative Officer.

Job Summary

The Finance and Administrative Officer is responsible for ensuring compliance with Rhema Care's administrative and accounting system, regulatory requirements, and grant-specific requirements while providing constant reports to the Finance and Admin Manager and donors on administrative, financial, and budget target components of the SCRIN Project.

Duties and Responsibilities:

Accounting and Finance Management

- Ensure compliance with Rhema Care's financial policy, donor finance regulations, and government statutory regulations.
- Ensure that the day-to-day accounting operations and financial management functions in field offices are performed in accordance with Rhema Care's policy and procedures
- Review and account for procurement transactions to ensure adequate supporting documentation, accuracy of amounts, and control over payments
- Ensure the maintenance of accurate records of financial transactions on the project.
- Ensure that all financial reports are submitted on or before the deadlines set and contain relevant information for all the users of the financial reports
- Responsible for ensuring financial resources are available for local payments in line with Rhema Care finance guidelines.
- Maintain Rhema Care's system of accounts ensuring that all accounting data are updated, reconciled, and fully supported

- Oversee training of other non-finance and administrative staff to understand and support finance and administrative tools and requirements.
- Support the programme team in preparing activity budgets.
- Present and facilitate review of actual to budget expenditures analysis with the management team and donor.
- Provide recommendations for budget realignments as required
- Perform other duties as assigned.

Human Resources Management

- Support administrative functions in the field to ensure their smooth and effective operations
- Provide oversight on staff personnel files inclusive of contracts, leave records, and other paperwork required for employment in the local context
- Ensure compliance with local labour laws including contracts, compensation packages, and working hours
- Collaborate with security to maintain the security of staff and properties of Rhema Care.
- Maintain open lines of communication with all field staff

Administration

- Maintain administrative, archival, and/or personnel files for the organisation
- Analyse routine operating practices and procedures to include personnel, record keeping, performance standards, workflow, cost reduction, equipment and supply utilization, etc., to ensure smooth and efficient office operation.
- Ensure management of all Rhema Care assets including documenting, tracking, depreciation, and disposal.
- Determine training needs for finance and other support staff
- Ensure booking of hotels, arrangement for airport transportation, and management of lodging of board, staff, consultants, official guests, and partners hosted by Rhema Care.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting, budgeting, and fiscal control theory and practices.
- Knowledge of relevant donors' regulations.
- Knowledge of Nigerian law in taxation and regulatory reporting procedures required of Non-Governmental Organisations.
- Proficient in QuickBooks accounting software or similar financial reporting software.
- Excellent numerical, and analytical skills with the ability to make sound judgments and decisions.
- Adequate planning, monitoring, and organisational skills
- Ethical conduct in accordance with recognized professional and organisational codes of conduct.
- Proactive, vigilant, resourceful, solutions-oriented and results-oriented

- Ability to effectively communicate financial and internal control issues to staff with little or no financial background.
- Ability to travel inter-state at short notice.
- Ability to work collaboratively.

Preferred Qualifications

- Bachelor's Degree or Higher National Diploma in Accounting, Finance, Economics, or a related field. Professional certification in accounting is an added advantage.
- Minimum of 2 years experience in a similar position, preferably with a non-governmental organization of International or National status.

Method of Application

A **one-page application letter**, addressed to the Executive Director of Rhema Care Integrated Development Centre, clearly providing **evidence of competencies** required for the job and a comprehensive Curriculum Vitae indicating clearly your valid telephone numbers, e-mail address, and current contact address should be sent by email to jobs@rhemacare.org.

The subject of your application should read the position you are applying for and your name e.g. **Finance and Administrative Officer – Karibi Chinyere Dauda**

All applications must be received by **5 pm Friday 15th Sept, 2023**. All applications must be sent via e-mail to the address shown above. No surface mail or telephone calls will be entertained.

Shortlisted candidates will be contacted through phone for an interview scheduled to be held **virtually via Zoom**. Only shortlisted candidates will be contacted.

Note: Our Christian Faith-based identity is rooted in the vision, mission, values, and guiding principles of Rhema Care Integrated Development Centre and is used by each staff member to fulfill his or her responsibilities and achieve the desired results.

Rhema Care is an equal-opportunity employer with zero tolerance for fraud, corruption, sexual exploitation, and abuse. Women are encouraged to apply.