

## We are making Great Things Happen.

Join Us to Make a Better World Possible

### Role: Program Associate (Finance and Admin)

Reports To: Lead Program Advisor/ Ag Chief Executive

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#### The Position:

The Program Associate (Finance and Accounts) serves as the lead account officer for the organisation, ensuring compliance with established policies and procedures in project budgeting and grant management as required by funders and internally. The incumbent is responsible for managing the overall finance operations with a focus on budget tracking, expenditure monitoring, reporting and cash flow management as well as implementing financial risks policies and opportunities, providing appraisals and support financial aspect of grant implementation. The incumbent also performs an array of administrative and human resources functions to support the effective running of the organisation under the support of the LPA/CE. This role requires a substantial level of expertise, independent and collaborative thinking, initiative and ability to work with limited supervision.

#### The Organisation:

Citizens' Commons is a citizen action organisation, committed to empowering everyday citizens to take social actions targeted at to solving small and big societal challenges using the power of community, collective action, collaboration and innovation. Through our Community Impact spaces, we provide the platform to incubate ideas, engage in community dialogue, explore policy solutions, resource emerging social entrepreneurs, civic leaders and community activists in their resolve to challenge old thinking, seek bold solutions and make great things happen. We work with youths, women and everyday citizens as well as policy makers to champion the emergence of a new Nigeria. Our work span across several issues such as democracy and rule of law, anticorruption and open government, citizen rights and public accountability, civic Engagement, social entrepreneurship and the SDGs.

#### Finance and Accounts Responsibilities (60%)

- Responsible for ideating, researching and exploring new opportunities for expanding our tech for development
- Prepare monthly, quarterly, and annual financial reports for the organisation.
- Monitor expenditure, forecast and report same according to project budgets and policies.
- Ensures the achievements of sustainable budgets management as per cash flow projection and in compliance with finance and procurement guidelines.
- Prepare and Update Cash flow statements.
- Ensure/Enforce compliance with different grants/donor financial accountability and reporting requirements
- Ensure staffs comply with financial guidelines and approval levels
- Review monthly financial tracking tool for each project to ensure budget control and management
- Keenly verify expenditures and payments to vendors based on approved procurement plans and processes.
- Ensure donor and Government compliance
- Liaison with funder account teams and consolidates partner financial reports for use by the donor accountant in preparation of donor financial reports.
- Responsible for proper archiving of financial documents.
- Provide finance support to the Programme and Operations team
- Supports the effective administration of annual/ end of project audits (internal and external)

#### Administrative and Human Resources (30%)

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Maintains the integrity and confidentiality of accounting, human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.

- Supports with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation and on boarding.

**Others: (10%)**

- Collaborate with ED/LPA and other team members for possible programming ideas business development opportunities, grant sourcing, reporting, implementation and related business development opportunities.
- Conducts training, presentations and other knowledge sharing opportunities internally and externally as required.
- Recruit and manage support interns/program assistants, relying exclusively on board, intern and volunteer talent, to support the technology for development programming needs for the organisation.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Mentor and develop staff using a supportive and collaborative approach on a consistent.
- Collaborate with the MEL Associate to support the ongoing evaluation of relevant projects
- Any other task as assigned by the ED/LPA.

The role will be supported by at least one intern/program assistant (or more) as need arises.

## Qualifications and Requirements

- Bachelor's degree in Accounting of Finance. Specialized national or international certification in accounting and finance is an added advantage.
- Demonstrated experience working in fund-based accounting and experience non-profits in international development strongly desired. Prior Experience working on USAID, OFDA, EU or other grants or projects desired.
- At least 3 years of progressively responsible experience in financial management.
- Proven ability to work as part of a team to achieve complex results under strict deadlines.
- Strong organizational skills, rigorous attention to detail, and problem-solving abilities needed to perform effectively in a demanding position.
- Proficiency in technology and productivity tools - (MS Word, Excel, internet navigation, etc.)
- Demonstrated Ability to work independently, take initiative and under minimum supervision is required.
- Demonstrable strong technical writing skills and capacity to synthesize data and high volume of information into key messages to various audiences.
- A commitment to principles of social justice and impact, within the context of the sustainable development goals.

Role Location: Abuja Nigeria

Remote Work Possible – Not Possible

## To Apply:

- [Please fill and application form here.](#)
- Please attach a Cover letter and Resume.
- Please visit for additional application information.
- Please note that only shortlisted applicants will be contacted.

Citizens' Commons is an equal opportunity employer.