

Director of Finance and Administration Job Description

Equal Access International – Nigeria Country Office

Equal Access International (EAI) seeks a Director of Finance and Administration (DFA) to support current and potential projects in our Nigeria Country Office. The office is currently implementing a \$4.2 million U.S. Department of State award from the Bureau of Democracy, Human Rights, and Labor (DRL) and has submitted two additional multi-million bids for future DRL funding.

The Director of Finance and Administration (DFA) will be responsible for ensuring effective and accountable finance and operations systems are implemented in the EAI Nigeria Country Office. S/he will ensure EAI-Nigeria achieves its programmatic objectives by ensuring financial and procurement management systems are robust and effectively functioning with strong internal controls; develop staff capacity; and ensure compliance with donor regulations, EAI's policies, and local law. The DFA will also provide substantial support to the Nigeria Country Director and Senior Program Manager in the financial oversight and operational planning required for collaborative and adaptive project work planning, implementation, and achievement of project deliverables. As a member of the Senior Leadership Team, in the absence of the Country Director, the DFA will provide substantial support and oversight to the implementation of activities and supervision of all Kano office staff. The DFA supervises the field Finance and Administration Team, comprised of a Senior Finance Officer, Finance Assistant, and Logistician, and directly reports to the EAI Nigeria Country Director, while closely coordinating with the Home Office Project Management Team (PMT), and reports indirectly, on technical/financial issues to the Chief Financial Officer (CFO).

RESPONSIBILITIES:

Financial Management and Reporting:

- Lead the financial operations and accounting functions such as payroll, accounts payables, general ledger reconciliation, account receivables and invoicing, grant management, asset management, budgeting, procurement, contracts/sub agreements and compliance, treasury management, expense management, financial reporting, and cash flow management.
- Ensure financial and contracting compliance systems are in place as per policies overseen by the CFO.
- Prevent fraud through the development and implementation of relevant control systems/mechanisms, per EAI policies. Improve existing fraud prevention mechanisms in coordination with EAI HQ.
- Responsible for reporting any incidents of fraud, waste, or abuse to the EAI Nigeria Country Director and/or EAI HQ
- Monitor financial program implementation, ensuring compliance with EAI policies and donor regulations.
- Oversee and support finance staff and systems to ensure seamless program operations while working closely with the programs team to ensure activities are realistically budgeted for and sufficient funds are available to adequately carry them out.
- Supervise the preparation and processing of monthly payroll and ensure its accuracy and compliance with the local labor laws.

- Maintain financial records including ledger, journal, petty cash and cash books and bank details. Manage receivables and payables in line with EAI policies and prepare the organization's books for annual program audits by working with auditors throughout the audit process. Prepare all work papers, financial reports, and notes for the final audit report.
- Develop and maintain budget codes for projects in coordination with EAI HQ Finance team.
- Review and approve monthly QuickBooks reports before submitting to EAI Headquarters.
- Ensure timely and accurate submission of financial reports to EAI Headquarters. This includes monthly country office financial reports and reconciliation of accounts, fund requests, and asset inventory reports.
- Accompanied by the programs team, conduct detailed monthly reviews of funds expended and adjust financial and programmatic planning for subsequent months. Meet with headquarters team to ensure spending is within established budgets, making adjustments as needed.
- In coordination with EAI HQ Finance and Administration Team and PMT, conduct periodic country audits to support and oversee the quality of financial reporting and procurement processes, as well as accounting management systems.
- Provide training and technical assistance as needed on nonprofit fiscal and administrative management to sub partners.
- Ensure all business licenses and other business filings are submitted on a timely basis and are up to date.
- Develop financial and operational policies and procedures as needed in collaboration with the HQ PMT.
- Work cross-functionally to effectively make capacity management decisions that mitigate risks.

Financial Planning and Budgeting:

- Responsible for the overall quality of project budget monitoring, managing staff billability, invoices, subcontractor costs, expense reports, etc. in compliance with donor and EAI policies.
- In coordination with the Country Director and EAI Headquarters, develop, maintain, and ensure accuracy of the country office budget and projections, taking into consideration costs necessary for the country office operation, funding in-hand, and any funding gaps, updating on a monthly basis.
- Compare project budgets against payroll, ensuring salaries are correctly allocated and budgeted to each budget.
- In close coordination with the Country Director and Program Manager, review project budgets against workplans to ensure consistency against funds requests, projections, and country office budget.

Quality Procurement & Logistics Management:

- Ensure adherence to EAI and donor policies and procedures in all areas relating to procurement, logistics, and inventory management.
- Ensure absolute integrity and transparency in the procurement process.

- Maintain and update the Nigeria procurement manual in coordination with EAI HQ PMT and Finance and Administration Team.
- Supervise the Finance and Administration Team in requests for proposals/quotations and participate in subsequent review processes by developing, reviewing, and revising budgets.
- Supervise the Finance and Administration Team in the collection of bids, formulation of bid comparison matrices and vendor selection recommendations in accordance with donor regulations and EAI policies and procedures.
- Oversee negotiations with vendors to ensure requirements are met in a cost effective and timely manner.
- Ensure the Finance and Operations Team keeps inventory up to date and oversee quarterly inventory control.
- Assess grantee and vendor financial and management capacity and propose strategies to ensure smooth implementation and build capacity.
- Ensure grantees and sub-contractors receive and understand relevant policies, procedures, and reporting requirements.
- Supervise the archiving of grant awards and sub-contracts ensuring implementation documents, including clearances, agreements and contracts, amendments and final reports are complete and accurate. Ensure approvals are obtained per the EAI Schedule of Authorities.
- Manage the logistics of international visitors to the country office.
- Manage vehicle administration to ensure proper upkeep of vehicles, cost optimization, proper maintenance, and usage as per EAI policies. Ensure logbooks are accurate and have complete transparency in their usage. Insure all hired vehicles timely as per established procedures.

Human Resources Management and Office Administration:

- Guarantee EAI remains compliant with Nigeria Labor Laws in collaboration with the organization's lawyer. Ensure compliance with local labor laws and EAI policies with regards to staff management, travel, and administration.
- Review and provide recommendations for enhancements on Human Resource Manuals.
- Oversee office human resources, including personnel filing systems and the recruitment and hiring of staff and consultants, performance reviews, collection of timesheets, and record keeping in compliance with EAI procedures and the Human Resources Manuals.
- Maintain oversight of benefits tracking, holiday planning, sick leave, and contract liquidations in accordance with local law. Share monthly updates of payroll and leave tracker with EAI HQ.
- Monitor staff Contract Expiry dates and ensure timely completion of contract renewals and other formalities.
- Work with Country Director and Finance and Administration staff to ensure that country registrations are maintained and renewed as necessary and that all reporting required to local and national government is performed correctly and on time.

Operational Capacity Building:

- Provide ongoing supervision, mentorship, and support for Finance and Administration staff in Nigeria.
- Organize ongoing trainings for new and existing EAI Nigeria staff and partners to enhance reporting quality and compliance with donor and EAI policies.
- Provide technical advice to managers and other colleagues on finance, procurement, and logistics policies and procedures to improve the budgeting and planning processes.

REQUIRED QUALIFICATIONS:

- Bachelor's degree required (MA/MBA preferred).
- At least eight (08) years of financial and operations management experience with USAID/USG funding is required, ideally in the nonprofit sector, with demonstrated experience in financial management and accounting, contracts, audit, compliance, and budget.
- Professional certification as chartered accountant (CA) or certified public accountant (CPA), Chartered Institute of Management Accountants (CIMA), or Association of Chartered Certified Accountants (ACCA) will be a distinct advantage.
- Previous experience working on finance and administration on a USG-funded project, with a reputation for developing collaborative working relationships with USAID, DRL, counterparts, other implementers, international organizations, and other funders.
- QuickBooks experience required, Intacct experience preferred.
- Ability to manage USG awards and all required reporting and other compliance requirements.
- Exceptionally detail-oriented, organized, and deadline-driven.
- Proven effectiveness leading professionals in finance and accounting.
- Fluency in speaking, reading, and writing in English. Fluency in Hausa is preferred.
- Excellent interpersonal skills and cultural sensitivity to effectively interact with all staff, partner staff, US and foreign government personnel, members of funder organizations, and other stakeholders.
- Knowledge of International Public Sector Accounting Standards (IPSAS).
- Familiarity/ background with Nigeria is highly desired.

EAI, an international non-governmental organization, partners with communities around the world to co-create sustainable solutions through community engagement, participatory media, and innovative technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 23-year track record implementing projects that support communities to drive sustainable and transformative change in critical areas such as peacebuilding, SBCC, and inclusion.

EAI is an equal opportunity employer. EAI welcomes and supports a diverse, inclusive work environment. As such, our commitment is to promote equal employment opportunities (EEO) for all employees and applicants seeking employment. EAI makes employment decisions based on organizational needs, job requirements, and individual qualifications without regard to race, color, religion, sex, national origin, age, disability, protected veteran status, marital status, sexual orientation, personal appearance, military status, gender identity or expression, genetic information, political affiliation, educational status, unemployment status, place of residence or business, source of income, or reproductive health decision making or any other protected

classifications, activities, or conditions as required by federal, state and local laws. Additionally, harassment or discrimination based on these characteristics will not be tolerated at EAI.

HOW TO APPLY

Interested and qualified persons are requested to send their Cover Letter expressing interest and fit for the position and Curriculum Vitae to humanresourcesng@equalaccess.org with the job title as the subject line. Interviews will be conducted on a rolling basis until the position is filled. NB: All the applicants should indicate on their CV their phone number, E-mail address, and their current place of residence.