

Job Description: West Africa Project & Finance Officer - Nigeria

1. General

Job Title:	West Africa Project & Finance Officer - Nigeria
Location:	London, (with occasional travel)
Reporting to:	West Africa Programme Director
Duration:	9-month fixed term contract (subject to funding it may be extended), 37.5 hours a week

2. Programme overview

Conciliation Resources has been working to support peacebuilding in Nigeria since 2011. In Nigeria, historic power dynamics serve to exclude young people from participation in the nation's political, social and economic spheres. As a result youth have become increasingly disenfranchised and disengaged from society in the region. This marginalisation and disillusionment has manifested itself by youth being particularly vulnerable to being both a victim and perpetrator of violence. As a result, government officials, security representatives and local communities all too often stigmatise youth as the architects of the violence. It is imperative that excluded youth are placed at the heart of peace initiatives so they have alternative non-violent mechanisms for expressing their grievances and needs.

Conciliation Resources and our civil society partners in Plateau State have worked with conflict-affected communities in four Local Government Authority's (LGA) in Plateau State, Nigeria, to build community cohesion across religious and ethnic divides and empower communities to work with government to improve community security. This has been done by establishing and supporting a network of community-based youth platforms to identify tensions, resolve conflict through dialogue and raise the voice of local community to duty bearers at LGA and State level. The project has helped youth overcome feelings of helplessness and given them a sense of their capacity to confront difficult issues and transform their communities. The project has helped these youth transform from potential sources of insecurity into empowered, trusted and respected members of their community committed to being proactive agents for peace.

Using these lessons of empowering and engaging with youth in Plateau State, Conciliation Resources and local civil society partners in the northeast of Nigeria are now looking to implement these methods to enhance the prospects for peace and security in Borno and Yobe States and reduce the propensity of youth to resort to violence. By providing youth with the space and capacity to constructively express their needs and grievances, the project will lay foundations for improved trust and understanding between youth, the community and duty bearers so they are able to work together and inclusively develop and implement mutually acceptable non-violent solutions to security challenges in northeast Nigeria.

The project has three interlinked streams of work:

- **Youth empowerment**, particularly of at-risk youth, in four Local Government Areas in Borno and Yobe States;
- **Facilitating community dialogue** to improve trust and understanding between youth, community members and local stakeholders;

- **Build the capacity and confidence of local civil society** to design, manage and implement initiatives directly in communities through accompaniment, training, mentoring and encouragement.

3. Job overview

Job purpose

To primarily support the financial administration and reporting on the implementation of the project "Peace by the people: Strengthening the capacities of youth to prevent and respond to violent conflict in northeast Nigeria" in partnership with two local NGOs.

The expected results of the project are:

- Creation of a youth network committed to pursuing non-violent alternatives.
- Family, community leaders, local government, security officials and young people have the space to engage constructively on the challenges they face.
- Civil society has the capacity and resources to i) accompany youth and the community ii) engage proactively with duty bearers.

The West Africa Project & Finance Officer plays a pivotal role within the West Africa Programme team, with significant responsibilities of the project's financial administration. In addition, the post has a supporting role in managing project administration and partner liaison and ensuring all project financial bookkeeping.

They will work closely with the Finance Team and be line-managed by the West Africa Programme Director.

Scope and accountability

The West Africa Project & Finance Officer will join the West Africa team, which currently comprises of the Programme Director and one Projects Coordinator.

They will be supporting the Team and contribute to the implementation of the project and any future additional related projects in Nigeria.

The main role is to oversee and coordinate the design, implementation, monitoring and reporting of all project activities. This will include providing tailored advice and support to the two project partners located in Borno and Yobe States, Nigeria. They will also have responsibility for identifying and recording lessons learned from the project and ensuring these are shared internally within Conciliation Resources.

The West Africa Project & Finance Officer will be based in London but may be expected to travel to West African locations to ensure the project successfully delivers its expected results.

Specific tasks and responsibilities

4. Specific responsibilities and tasks

a. Financial administration of the NE Nigeria Project

- In conjunction with the Finance Team and the West Africa Programme team maintain the programme budget and reporting, track expenditure relative to budget, adjust spending and cash flow forecasts. This includes processing partner and project financial reports ensuring they are submitted in an accurate and timely manner with the correct and necessary documentation.
- Prepare and process programme staff's financial trip reports, transfer requests, travel advance requests and other programme expenditure documents, ensuring appropriate backup and

coding in accordance with internal accounting procedures and in liaison with the Finance team.

- Implement financial regulations and accounting procedures ensuring effective and accurate data entry and retrieval; maintain accurate financial records; process payments, receipts and other deposits, following the established accounting procedures.
- Ensure all transactions are properly coded and recorded, file all paperwork in appropriate files whether electronic and/or hard copy.
- Assist partners to compile budgets and financial reports based on templates and submit these for approval by the West Africa Programme Director, liaising with the Finance team, the West Africa Programme Team and partners to resolve issues.
- Provide support and training to partners to enhance their understanding of our financial processes, this is likely to be delivered virtually or in-country.
- Process invoices and expenses claims from project staff, consultants and service providers, following Conciliation Resources' financial management procedures.
- Coordinate the project's financial transactions, cash and transfers to partners, requesting foreign currency and monitoring cash flow and balances held by partners.
- Ensure that lists of project and ledger codes are kept up-to-date and distributed to partners.
- Assist in the preparation of accounts for internal and external audit processes.

b. Programme and partner support; fundraising and financial management

- Liaise with partners and the West Africa Programme Director on project plans and developments; produce and regularly update project management documentation, including partner Memorandum of Understanding's, work plans, budgets, transfer schedules/breakdowns, financial and narrative reporting forms, consultant contracts and associated Terms of Reference.
- Develop and maintain a programme-wide calendar of reporting deadlines; log, file and acknowledge receipt of partner financial and narrative reports and follow up with partners (by Skype, phone and email,) with requests for additional information.
- Produce drafts of donor financial reports for the West Africa Programme team, drawing on partner reports, trip reports, and other organisational expenditure reports.
- In conjunction with the West Africa Programme Director and with the support of the Senior Finance Manager, monitor the project's expenditure and ensure that Conciliation Resources finance procedures and donor contractual financial reporting requirements are, at all times, met.
- In conjunction with Conciliation Resources' Finance Team support partners in developing their core organisational and financial management skills and capabilities.

General activities

- Participate in staff recruitment processes as requested.
- Contribute to organisational learning either through attendance in shared learning events or by sharing relevant information on the shared learning platforms.
- Participate in line management, annual appraisals and keeping the BreatheHR Information System up to date.
- Receive guests, share in collegial duties and generally provide mutual support to colleagues.
- Perform additional tasks, which are reasonably associated with this post, as required by the West Africa Programme and by Conciliation Resources as an organisation.

4. Person Specification

Knowledge

- Educated to degree level (or local equivalent) or equivalent by experience in a relevant discipline (such as international relations, peace and security, accounting and finance).
- Knowledge of computerised accounting systems, preferably Access Dimensions.
- Knowledge of and interest in West Africa, preferably Nigeria – desirable.

Experience

- Experience of undertaking a range of financial administrative duties including data input and retrieval.
- Experience of working on international donor funding contracts, including understanding complex reporting requirements -desirable.
- Experience of working in a team in an admin and support position with colleagues who travel frequently.
- Experience of working at a distance supporting the successful joint delivery of a project with partner organisations.
- Experience of handling diverse sources of information, and maintaining accessible filing systems that can be easily used by others.
- Logistical support and event management experience - desirable

Skills/attributes

- Strong organisational skills including planning, developing, implementing and maintaining administrative systems.
- Excellent verbal and written communication skills in English.
- Excellent numeracy skills and the ability to work with accuracy and high level attention to detail.
- Ability to meet deadlines, prioritise and re-prioritise tasks and work accurately under pressure.
- Able to work on one's own initiative and manage competing demands.
- Strong commitment to, and experience of, team and cross-organisational working.
- Appreciation of issues of confidentiality and cultural and political sensitivity.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Ability and willingness to work flexible hours around team members travel arrangements.

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