

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Finance Officer		
<b>Classification:</b>	Grade 3	<b>Direct reports:</b>	0
<b>Work location</b>	Abuja, Nigeria	<b>Travel required:</b>	Limited

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Finance Officer will work under the supervision of the Finance Manager and ensure the processing and recording of payment transactions are done in a timely and accurate manner. The Finance Officer supports compliance, and the expectation is for strong collaboration with all country office staff members. The Finance Officer position requires resolute fiduciary responsibility of all financial resources and high professional standards with a willingness and ability to enforce compliance with GAIN and donor policies and procedures.</p>

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### Tasks and responsibilities

- Work with the Finance Manager to plan and implement financial operations systems in accordance with GAIN policies and procedures while keeping within donor requirements. This includes systems for Cash Flow management, consolidation of accounting information, internal controls, financial reporting, financial record keeping, grant management and compliance.
- Support the Finance Manager to improve and enhance the efficiency of existing control systems and develop standard operating procedures for accounting.
- Perform financial review of purchase requests, purchase orders, and payment requests to ensure compliance with GAIN policies and procedures and donors grants and contracts requirements and promptly process payments.
- Preparing cash flow forecast and ensuring adequate funds in the office at all times.
- Preparation of monthly reports, ensuring all transactions for the month are recorded accurately and deadlines set by the global finance team are met.
- Coordinating with local banks and ensuring a timely preparation of bank statements and bank reconciliation.
- Supporting the Finance Manager on preparation of programme budgets, analysis of grants and expenditure.
- Preparing country Office budgets and finalizing them in collaboration with the global finance team
- Support in preparation and availability of statutory financial Statements, Annual Income Tax returns, PAYE returns, NHF, NSITF and WHT.
- Securing the proper filing and storage of all financial records.
- Fulfill all the external audits processes, providing timely documents and preparing schedules as may be required.
- Work with the project teams to ensure travel per diems and reimbursements are performed within GAIN policies and procedures and reconcile staff debtors accounts monthly.
- Assist with follow up on subaward compliance issues, audits and document resolutions

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### Key organisational relationships

- Reports to the Finance Manager
- Close collaboration with staff members in the GAIN Nigeria Programme.
- Liaises regularly with relevant International Finance Team in London and the Accounting Team in Geneva.
- Liaises with other partners or government as may be necessary

### JOB REQUIREMENTS

#### Competencies

- Familiarity with major international donor rules and non-profit accounting.
- Familiarity with computerized, double-entry accounting software.
- Accuracy in the processing of cash transactions, mathematical aptitude and attention to detail.
- Ability to work without close supervision.
- Computer literacy with excellent` MS word, MS Excel, Outlook, PowerPoint and Tally skills.
- Familiarity with QuickBooks, Navision or similar accounting software required.
- Familiarity with Salesforce is a plus.
- Ability to plan and organize a substantial workload that includes complex diverse tasks and responsibilities.
- Problem solving, decision making and delegation skills.
- Excellent oral and written communication skills (English)
- High level integrity.
- Sound judgment.
- Ability to cooperate with others and work in a participatory manner to achieve established goals.
- Proactive with a commitment to quality and accuracy with close attention to detail

#### Experience

- Significant and demonstrated experience in accounting, bookkeeping or cashiering, including experience with double-entry accounting preferably in an international NGO.
- Experience handling bank reconciliations, processing cash transactions.
- Experience supporting country offices and project teams in finance capacity.
- Experience in supporting financial compliance.

#### Education

- A degree in accounting or a relevant business field or other relevant accounting qualification.
- Significant and demonstrated experience in accounting, bookkeeping or cashiering, including experience with double-entry accounting preferably in an international NGO.
- Professional certification (e.g. ACA, ACCA, ANAN etc.) or any other relevant certification would be an added advantage

#### Other requirements

- Fluent written and verbal English.
- Proactive and self-motivated individual capable of engaging persuasively with various stakeholders.
- A self-starter, able to work independently.

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### WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities.
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition



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