

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Finance Manager		
<b>Classification:</b>	Grade 5	<b>Direct reports:</b>	1 - 5
<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. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Finance Manager is a key position in the Nigeria country office. This position leads on all aspects of finance and provides essential financial services to the programme operations whilst ensuring compliance with global GAIN policies, systems and procedures.</p> <p>The Finance Manager is expected to be both responsive and proactive to operational requirements with an ability to plan the work of programme support.</p> <p>The Finance Manager will ensure that appropriate financial regulations and controls are in use and remain in place for the country program.; Ensure compliance with external requirements, such as local laws and regulations by donor, partners, service provider and vendor contractual obligations. They are responsible for ensuring that the books of accounts of the country program are complete, accurate, and updated in a timely fashion, in accordance with GAIN's policies and procedures while supporting the Head of Operations with the budget and grant function of the country office.</p> <p>The Finance Manager is responsible for safeguarding GAIN's interest in financial transactions and interactions, providing effective first level stewardship of GAIN's assets, resources, staff and premises.</p>
<p><b>Tasks and responsibilities</b></p> <p><b>Finance, Budget and Grants Management:</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with Finance manual and procedures, by staff, executive agencies and consultants.</li> <li>• Ensure the financial transactions are recorded in line with GAIN norms and standards in timely fashion. Manage office funds and maintain financial records including ledger, journal, petty cash and cash books and bank details. Manage receivables and payables in line with GAIN guidelines.</li> </ul>

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- Compile financial data for consolidation and preparation of cash flow and fund flow statements for review by the Head of Operations.
- Review and coordinate the monthly closing, ensuring all transactions for the month are recorded accurately and deadlines set by the global finance team are met, and that financial reconciliations and schedules are prepared and presented for approval in line with GAIN's procedures.
- Ensure accurate preparation and timely release of salary and other payments to staff. Review changes in salary prepared by the HR officer and maintain the consistency with country office and global HR records.
- Work with local banks and review bank statements and reconciliation.
- Collaborate with the Head of Operations on preparation of programme budgets and forecasts, analysis of grants and expenditure.
- Assist the Head of Operations, budget holders and project managers in preparing country budgets forecasts and quarterly pipelines, finalizing them in collaboration with the global finance team and in accordance with procedures and published deadlines.
- Prepare and ensure compliance with and availability of statutory financial records (e.g., income tax returns) and foreign grants.
- Responsible for managing tax filings, payments, and compliance with relevant Nigerian tax laws and regulations.
- Coordinate proper filling and storage of all financial records.
- Oversee the proper monitoring of GAIN's funds and assets which are transferred to EAs (Executive Agencies) for the implementation of GAIN programmes.
- Support external audits for GAIN Nigeria.

### **Resource mobilization, revenue growth diversification, programme quality and impact agenda.**

- Support the Head of Operations in the development of costings and budgets for new project development in partnership with programme design and the global finance teams.
- Support the programme team to leverage resources, new business development and diversify revenue growth.
- Partner with the programme team to develop best practices on budgets and grants management that can attract potential donors.
- Monitor field work and partners to verify financial expenditure and reports and provide technical support to partners and programme team on effective use of resources.

### **Donor Reporting and Forecasting:**

- Maintaining a schedule of financial reporting deadlines to donors, as part of the donor coordination records in close liaison with project staff.
- Liaise with the Head of Operations, project and international finance staff to ensure that financial reporting templates for all grants are set up in accordance with donor requirements.
- Compile financial reports to donors as and when required, based on financial data extracted from GAIN's financial systems.
- Provide regular information to global finance team on indirect costs charged to projects (salaries, infrastructure, and management charges) for journal posting to the accounts, and to assist in reconciling these charges to donor financial reports as they are produced.
- Assisting the budget holders and project managers in ensuring consistency between the narrative and financial elements of reports to the donors.
- As part of the finance team, maintaining file records of donor grants received and reports submitted to donors and ensure that all grant income due is promptly applied for.

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### **Compliance Management**

- Support with financial procedures review, update and implementation.
- Perform follow-up and resolutions for internal and external audit recommendations to improve or enhance the internal control environment.
- Perform the financial review of purchase requests, purchase orders, and payment requests to ensure compliance with GAIN policies and procedures and donors and contracts requirements.
- Ensure that any required donor exemptions and/or pre-approvals are secured prior to incurring the expenditure.
- Provide advice, training, and consultation on compliance with GAIN policies and procedures as well as donor compliance requirements.
- Support the creation and maintenance of systems that ensure effective and transparent use of financial resources for timely and informative reporting in line with donors and GAIN policies and procedures.
- Help identify efficient and effective solutions to issues while ensuring compliance with GAIN policies and donor regulations,

### **People Management**

- Line manage a number of direct reports including supporting work plan development and performance management.
- Developing team members in order to maximize their contribution to the team and organization.
- Support the recruitment, management and development of high performing team in line with the demands of the finance and accounting needs of the country programme.

### **Key organisational relationships**

- Reports to the Head of Operations, GAIN Nigeria.
- GAIN Nigeria Staff and International Finance team.
- External stakeholders such as Government, legal retainers, auditors, consultants, vendors and property managers.

## **JOB REQUIREMENTS**

### **Competencies (Skills and Attributes)**

- 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)
- Leadership skills, including the ability to supervise and motivate staff effectively.
- Ability to coach, mentor and provide guidance to supervised staff.
- Ability to work without close supervision.
- High level of integrity and sound judgement.
- Ability to cooperate with others and work in a participatory manner to achieve established goals.
- Demonstrable confidence, compassion, tact and sensitivity

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### Experience

- Substantial experience in a similar finance managerial position, internal audit / compliance, and supervision of other staff.
- Experience working with an International NGO preferred.
- Experience in managing donor grants such as BMZ, BMGF, DFID, USAID, EU, etc.
- Experience in managing private sector funding and external consultancies.
- Computer literacy with excellent MS word, MS Excel, Outlook, PowerPoint and QuickBooks skills.
- Experience using QuickBooks, Navision or similar accounting software required.
- Familiarity with Salesforce is a plus
- Demonstrated experience with Nigerian tax regulations, including Companies Income Tax, VAT, Withholding Tax, PAYE, and other applicable statutory taxes.

### Education

- Professional accounting qualification.
- Bachelor's degree or equivalent in Accounting, and other allied sciences or equivalent work experience.
- Post Graduate degree in finance or business management desirable.

### Other requirements

- Business English is required
- Local Language is desirable

### 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

*Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.*