



WE ARE HIRING!

Position: Finance and Admin Officer, Alliances for Africa (AfA)

Job Type: Full Time with an initial 3 months' probation

Qualification: Degree in accounting, finance, business administration or a related field

Location: Owerri, Imo State, Nigeria

Job Field: NGO/Non-Profit

Purpose of Position:

The Finance and Admin Officer is responsible for overseeing the day-to-day financial management and administrative operations of Alliances for Africa (AfA). The role ensures that financial transactions are accurate, timely and compliant with organisational policies, donor requirements and Nigerian regulations. The post holder also supports effective HR administration and office management, helping to create a safe, well-organised and efficient working environment that enables high-quality programme delivery. The position plays a key role in strengthening internal controls, supporting audits, and providing reliable financial information for decision-making. The Finance and Admin Officer reports to the Director of Programmes.

Specific Job Responsibilities:

1. Financial Processing and Accounting

- Ensure that all financial transactions are properly authorised, documented and recorded in line with AfA policies and procedures.
- Process income and expenditure accurately and in a timely manner, including payroll, deposits, online transactions and other payments.
- Maintain the Chart of Accounts and prepare general journal entries as required.
- Manage petty cash and daily cash flow reporting, including reconciliations and replenishment.
- Reconcile bank accounts, sub-ledgers and balance sheet accounts, investigating and resolving discrepancies.
- Process accounts payable and receivable, including invoice preparation, tracking and reconciliation.
- Retrieve and process monthly bank statements and other financial records from online platforms.
- Ensure all transactions are correctly coded to projects, donors and cost centres.
- Process and reconcile travel advances and staff expense claims.

2. Budgeting, Grants and Donor Reporting (Support Role)

- Support the preparation of organisational, project and grant budgets in collaboration with senior management.
- Assist with regular budget monitoring by preparing budget-versus-actual reports and highlighting key variances.
- Compile accurate financial information for donor proposals and reports, ensuring consistency with narratives and donor formats.

- Maintain organised electronic and hard-copy grant files, including contracts, budgets, reports and correspondence.

3. Internal Controls, Compliance and Audits

- Ensure compliance with AfA financial policies, donor requirements and relevant Nigerian laws and regulations.
- Maintain and strengthen internal controls, including approval processes, documentation standards and segregation of duties.
- Prepare schedules and supporting documentation for internal and external audits and support auditors during audit processes.
- Follow up on audit findings and support implementation of agreed recommendations.
- Support the preparation and submission of PAYE and other statutory tax filings and ensure timely remittance of deductions.

4. Human Resources Administration

- Maintain accurate and confidential HR records, including contracts, leave records, performance documents and training records.
- Support recruitment and onboarding processes, including advertising roles, organising interviews and coordinating inductions.
- Prepare monthly payroll inputs and coordinate with management to ensure timely payment of staff.
- Track staff leave and absences and provide regular updates to management.
- Coordinate staff travel advances and retirements, ensuring timely settlement and compliance with policy.

5. Office Management and Administration

- Oversee day-to-day office administration to ensure a safe, organised and functional workplace.
- Manage office supplies and consumables, including ordering, stock control and distribution.
- Maintain an up-to-date asset and inventory register and coordinate periodic physical checks.
- Coordinate basic facilities management, including utilities, cleaning and minor repairs, and liaise with service providers.
- Support procurement processes by obtaining quotations, preparing comparisons and ensuring value for money.
- Ensure administrative records, supplier contracts, insurance documents and service agreements are current and accessible.

6. Logistics and Event Support

- Provide administrative and logistical support for meetings, trainings and workshops, including venue bookings, materials and participant coordination.
- Support processing of event-related payments and ensure proper documentation and reconciliation.
- Coordinate travel bookings and per diems for staff, consultants and guests in line with AfA policies.

7. Systems Development and Collaboration

- Contribute to improving and documenting finance, HR and administrative systems and tools.
- Support basic training and orientation for staff on finance and administrative procedures.
- Provide regular finance and administration updates to management and collaborate with programme staff to support effective delivery.

Required Qualifications:

Qualifications and Experience

- Degree in accounting, finance, business administration or a related field; progress toward a professional accounting qualification is an advantage.
- At least 7 years of experience in a combined finance and administration role, preferably in an NGO.
- Practical experience with bookkeeping, reconciliations, budgeting support, petty cash and basic HR administration.
- Experience using accounting software (preferably QuickBooks) and strong proficiency in Excel.

Skills and Competencies

- Strong attention to detail, accuracy and organisational skills.
- Good understanding of internal controls and donor-funded project requirements.
- Strong communication and interpersonal skills.
- High integrity, discretion and commitment to AfA's feminist values, accountability and transparency.

How to apply: Interested candidates are requested to apply by submitting in PDF format:

- A maximum 2-page cover letter indicating their interest, motivation for applying with verifiable address
- Attach a maximum 3-page CV
- Attach relevant documents supporting your academic and/or professional experience
- 2 work-related referees.

Application Closing Date:

Kindly send your application with the heading "***Application for Finance and Admin Officer***" to careers@alliancesforafrica.org no later than March 24th, 2026.