



# VACANCY WITH LINDII PEACE FOUNDATION

**LINDII PEACE FOUNDATION (LPF)** is a nonprofit non-governmental national organization established in Nigeria in July 2014 with the aim to improve the lives of people through effective and efficient humanitarian and developmental assistance in communities where such supports are essentially necessary within Nigeria. Through international and national networking, LPF provided humanitarian and developmental assistance to individuals, families, schools, Health facilities, and communities in more than twelve (12) states within Nigeria regardless of their ethnicity, political and religious affiliation. LPF fundamentally intervenes in multi-sectoral humanitarian activities majoring in Protection and Nutrition mainstreamed Water Sanitation and Hygiene (WASH) interventions. Other activities include stand-alone Programmes on Nutrition, Protection, Food Security & Livelihood, Education, and Cross-Sectoral areas.

To sustain the Organizational reach (Programmatically and Operationally) the Organization is seeking applicants for the Job title below:

<b>Job Title</b>	Finance Officer
<b>Job Type</b>	Fixed Term
<b>Qualification</b>	A Minimum of B.Sc./HND or Equivalent in Accounting
<b>Experience</b>	Minimum Of 3 Years
<b>Location</b>	Maiduguri; With Occasional Travel to other LPF implementation site

## **Duty Description:**

Facilitates and manages the financing of procurement processes of the Programme, staff remunerations, etc, and Manages all financial records for the Project. Will act as the dedicated financial and Operation Focal Person for the Programme. Provide a financial status report of the Programme and manage the budget of the Programme to ensure proper spending on each line of the budget in order to avoid overspending of the budget using the financial tools available. Develop a financial report at the end of the Project/ fiscal year for donor reporting.

## **Job Description:**

### **Cash management**

- Maintain contact with the bank on operational matters
- Support operation, control, management of bank, and petty cash in accordance with LPF financial policy. Keep other members of staff informed for timely action
- Monitor and forecast periodic cash requirement
- Prepare and submit periodic financial reports and bank reconciliations and implement necessary corrections

### **Knowledge and capacity building**

- Promote compliance with ethical standards in the management of LPF's finance and other resources
- Organize or participate in the training of staff and stakeholders
- Support office operations as required

### **Support financial management and planning**

- Act as the Financial Desk Officer of a Project, and will prepare instruments (vouchers, Mandates etc) for Payments
- Provision of technical and operational assistance in financial planning processes, support budget planning, and implementation
- Asses budget burn rate to verify compliance with guidelines, codes, and procedures. Analyse and report the budget situation to higher management
- Review financial/compliance risks in all transactions carried out by the office and flag when action is needed by management
- Support budget preparation and technical advice during proposal writing, strategic planning, and income projection

- Support programme staff on financial issues as required

### **Control of LPF finances**

- Process request/submissions for payments within scope and timely in accordance with LPF's regulations, standard of accountability, procedure and ethics
- Process all cash disbursement payments
- Access, analyse and monitor financial transaction, accounting reports and reconciliation of accounts and prepare accurate and up-to-date financial information for applicable compliance
- Collaborate with internal external auditors, provide answers to request and engage with colleagues to resolve financial observations raised
- Complete applicable account closure activities on timely (monthly, quarterly basis and in accordance with closure instructions

### **Other Compliance Information:**

- Eager and required to adhere to LPF's principles and values and promote gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety, and staff health and wellbeing principles.
- Ensure that the properties in the place of work are respected and that no damage is caused to them.
- Adhere to implementation standards, LPF ways of working, and the terms of the LPF Code of Conduct; including the commitment to **zero tolerance** on **SEA** and the obligation to report **SEA** cases.
- He / She must not use their position of being engaged in LPF work to gain favors or material advantage.

### **Selection Criteria Core Competencies**

#### **Skills:**

- Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff and also able to work with disaster-affected communities in a sensitive and participatory manner.

#### **Communication Skills:**

- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of LPF. This includes effective negotiation and representation skills.

#### **Integrity:**

- Works with trustworthiness and integrity and has a clear commitment to LPF's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high-security risks, and harsh living conditions. Works and lives in a flexible, adaptable, and resilient manner.

Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessments, particularly in high-stress and high-security contexts.

#### **Work style:**

- Is well-planned and organized even within a fluid working environment and has a capacity for initiative and decision-making with competent analytical and problem-solving skills.

#### **Knowledge and skills:**

- knowledge of LPF policies and procedures. Requires general information management and telecommunication skills and proficiency in information technology/ computer skills.

- Minimum of 2 – 5 years of humanitarian aid experience.
- Multiple language skills desirable. Graphics technical competencies required for this position
- High level of experience in developing information and communication related technical tools guidelines and systems.
- Qualifications and / or experience in professional information and communication-related fields.
- Strong assessment, evaluation, analysis, and strategic planning skills.
- Knowledge of Humanitarian /Human rights / Refugee Law.
- Basic knowledge of contract employment and experience and skills in recruitment and selection.

#### **GENERAL INFORMATION**

For an application to be valid, an applicant's Application letter and CV must contain the following information:

- Name of the Applicant (Must be the same as Name on Bank/Account Information)
- Gender
- Phone Number and/or Email Address and/or Contact address (Residential)
- Nigerian Government-Approved ID Card (Either NIMC/National ID, National Voter's Card, International Passport, or Driver's License)
- Indigene certificate (if Any)
- Birth certificate/declaration of age
- Language proficiency (List the Language and State your Proficiency level)
- Referee (minimum of 2 referees)

#### **Other information**

- The contract duration is 6 Months with possible extension upon satisfactory performance.
- For an application to be valid, responsive References/Referees should be captured in the application with full and accessible contact information/details.
- Only applicants who scale through the prerequisite conditions will be invited for an interview.
- Interested applicants should submit the hardcopy of their resume, cover letter, and credentials at LPF Maiduguri Office **OR** send via email to [SFO@lindiipeacefoundation.org](mailto:SFO@lindiipeacefoundation.org) as a single file using the **position title as the subject of the mail**.
- All applications should be received on or before CoB **4<sup>th</sup> July 2024**. The application will be assessed on a rolling basis.