



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:

Job Title	Finance and Operations Manager
Job Type	Fixed Term
Qualification	A minimum of B.Sc./HND or Equivalent in Accounting
Experience	Minimum Of 5 Years
Location	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:

FINANCE:

- **Financial systems and procedures**
 - Leads in ensuring smooth implementation and updating of robust and adequate financial systems and procedures in line with LPF's finance Policy and good accounting practices.
 - Ensure that all financial transactions are fully supported and that they are all captured in the cashbooks and QuickBooks accounting system on a daily basis; make sure that regular backups are taken and stored off-site.
 - Maintain and ensure the integrity of LPF's computerized accounting systems.
- **Financial records and transactions**
 - Carry out sensibility and control checking before and after posting transactions into the QuickBooks software.
- **Financial reports**
 - Responsible for timely, accurate and efficient financial reporting (both electronic and manual field returns) to the office
 - Responsible for ensuring that reconciliation of balance sheet/control accounts are carried out on monthly basis and ensuring that year-end accounting procedure are met consistently and that any discrepancies are reported to the Executive Director.
- **Financial and system controls**
 - Ensure safe security of cash in the office and coordinate weekly and monthly cash counts, including spot counts.
 - Ensure the effective and efficient use of all LPFs resources in order to keep costs low and ensure the security of staff.
 - Ensure payroll is completed on time and accurately, with robust controls in place.

- **Financial Planning and Reporting**
 - Provide support in preparing proposal budget and review processes, ensuring all staffing and office shared cost is budgeted.
 - Coordinate and train field offices finance and non-finance staff to budget accurately their operational costs and provide their budgets timely for consolidation.
 - Ensure accurate and timely submission of awards financial reports as per donor requirements.
- **Audit function**
 - Support the organization on annual statutory audits and the financial component of donor audits. Key focus on proactive financial controls, management and supporting documentation in order to ensure 0 disallowances.
 - Keep track of donor specific audit requirements.
 - Lead in managing project audit process with External Auditors ensuring smooth audit and provide all documents required by Auditors as and when needed
 - Ensure proper soft and hard archiving system is in place in finance as per LPFs policies and procedures.
 - Participate in Audit Entry and Exit meetings and ensure recommendations have implemented before the next audit.

OPERATIONS:

- **Partnership Management**
 - Work with relevant area office program staff to ensure all third parties undergo legal vetting prior to commencing work with LPF, are engaged with appropriate agreements and effective monitoring systems are in place so that partner delivery meets donor expectations and requirements.
 - Work with program staff to ensure relevant donor requirements are effectively communicated with and understood by implementing partners.
- **Oversight and Management of Program Operations**
 - Responsible for overall coordination of Program Operations for delivery of high-quality programming in line with the objectives of the program strategy.
 - In close coordination with Head of Programs ensure that all programs progress is in accordance with grant agreements and completed and spent within time.
 - Support budget holders and program operations coordinator for individual projects and grants.
 - Support preparation of timely and high-quality progress reports, program reports, and donor reports.
- **Supply Chain**
 - Ensure that the office supply chain capacity and systems meet the Essential Standards and are able to satisfy the programming requirements.
 - Ensure goods and services procured are cost effective and of standard quality and procurement processes are effectively implemented.
 - Ensure proper record keeping, maintenance and control of inventory and proper documentation and recording of fixed assets of the organization.
- **Supervise and manage procurement staff**
 - Ensure appropriate staffing at all levels of the operations department.
 - Ensure appropriate gender and ethnic diversity within the operations team.
 - Ensure that operations staff have clearly defined objectives and understand their responsibilities.
 - Incorporate staff development strategies and Performance Management Systems into team building process.
 - Establish result-based system and follow up.
 - Ensure availability of appropriate professional development opportunities for operations staff.
 - Encourage a team culture of learning, creativity and innovation.

INFORMATION AND CO-ORDINATION:

- Provide regular updates and technical guidance to the team on progress, priorities, and challenges – verbally and in writing.

- Responsible for oversight of staff workplans, vacation schedules, staff training, development, and appraisals.
- Represent LPF to external stakeholders such as governmental and non-governmental groups, Donors, and relevant clusters
- Showcase the work of LPF to Donors and the private sector to explore future funding opportunities

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 as a single file using the **position title as the subject of the mail**.
- All applications should be received on or before CoB **4th July 2024**. The application will be assessed on a rolling basis.