



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 Intern
Job Type	Fixed Term
Qualification	Bachelor's degree or Higher National Diploma in Accounting or a related Financial/Business Administration field
Experience	Minimum of 1 year experience working for a corporate organization. (Previous experience of working with an NGO sector is desirable)
Location	Borno, Maiduguri

Duty Description:

- The internship program in Lindii Peace Foundation (LPF) provides on-the-job training in financial management & reporting, program management, research and data gathering skills, communication, people skills, and work ethics.
- It enhances the educational experience through practical and guided hands-on exposure and involvement LPF Nigeria's projects as well as providing exposure to the working environment of a multilateral organization and a better understanding of Lindii Peace Foundation goals and activities.
- Assist in processing invoices, payments, and receipts.
- Support the reconciliation of bank statements and other financial records.
- Help maintain accurate and up-to-date financial records and ledgers.
- Assist in managing petty cash and tracking expenditures.

Job Description:

- We are looking for an applicant with a Bachelor's degree or Higher National Diploma in Accounting or a related Financial/Business Administration field.
- The candidate should possess a minimum of 1 year of relevant work experience, including archival duties, and must have completed the National Youth Service.
- S/he should demonstrate knowledge and understanding of accounting principles and standards.
- Experience in the use of **QuickBooks** would be an added advantage.

Requirements and skills

- Fluent in English and Local language (Hausa or Kanuri)
- Excellent knowledge of Maiduguri town and major motorways in Nigeria Specifically Borno, Adamawa, and Yobe (BAY) State.

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.

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 3 referees) Other information

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 hr@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 18th October 2024. The application will be assessed on a rolling basis.