



Job Opportunity

Sustainability and Conservation Education for Rural Areas (SCERA)

Title:	Finance and Administrative Officer
Employment period:	01 May 2021 - 30 June 2022
Probation Period:	Six months
Reports to:	Programme Operations Coordinator (POC), SCERA
Salary:	Attractive
Benefits:	As follows: <ul style="list-style-type: none">- <u>Annual leave & holidays</u>: 18 working days' annual leave entitlement and national public holidays- <u>Insurance</u>: Group Life and Medical insurance

Sustainability and Conservation Education for Rural Areas (SCERA) is a conservation and environmental education non-government organisation (NGO) committed to the conservation of Nigeria's biological diversity, by identifying environmental problems through research and providing evidence-based sustainable solutions while advocating for environmentally friendly actions. Our objectives are: (1) To identify and investigate environmental problems through research so as to understand the underlying factors driving environmental change and negative behaviours. (2) To identify and provide evidence-based sustainable solutions while advocating for environmentally friendly actions. (3) To tackle environmental problems through capacity building and rural empowerment. (4) To promote the involvement of local communities in environmental communication and biodiversity conservation. (5) Establishing strong collaborations for biodiversity conservation.

Our mission is to promote biodiversity conservation in Nigeria using science-based solutions, through sustainable partnerships and public empowerment, working with people closest to nature.

Finance and Administrative Officer

- **Job Type** Full Time
- **Qualification** BSc. / HND
- **Experience** 2 years

- **Location** Abuja
- **Department** Finance / Admin.

Purpose

The Finance & Admin Officer will ensure proper financial management and accounting, compliance with financial and procurement policies and support administrative processes within SCERA.

Tasks and Responsibilities:

Finance

- Maintain the cash box and cash books and ensure monitoring, inputting and archiving of accounting documents.
- Establish a statement of needs for liquid assets in consultation with the Operations Coordinator.
- Make advances payment and monitor cash advance requests and expense claims by field project staffs in accordance with established policies and procedures
- Keep the advance books and cash journal
- Record expense in line with budget allocations and accounting codes.
- Process staff advance reconciliation forms, including review of the compliance of all supporting documentation, verification checks, finance paperwork filing according to established office procedures;
- Before recording, check that the supporting documents comply with SCERA procedures and donor financial management guidelines.
- Check cash balances weekly and submit report to the line manager
- Ensure cash box security and confidentiality of information
- Ensure that all staff submit time-sheet on monthly basis before 5th of every month

Administration

- Provide administrative assistance on procurement activities (small purchases, quotes collection, analysis and selection; purchase orders and deliveries, etc.) in compliance with SCERA Procurement policy
- Supports the process of paying vendors in compliance with SCERA Financial Policy
- Support fleet management, monitor and keep records of vehicle and motorcycle fuel logs, including site-level use
- Support the OPC with sorting and providing vouchers for auditors in a timely manner whenever the need arises

- Support the OPC in administrative duties related to e.g. staff employment, payment of taxes, insurance, staff pension etc.
- Support renewal of relevant documents, including institutional documents, vehicle registration, insurance etc.

General

- Participate in staff meetings and other relevant meetings as agreed with the Line Manager
- Any other duty as may be assigned by the Operations Coordinator or National Program Coordinator.

Position Requirements

- BSc or HND Accounting, other qualification in Finance or related field is an added advantage.
- Minimum of 2years experience in a finance and administration-related role.

Essential:

- Professional
- Organized, with time management and planning skills
- Sense of confidentiality
- Strong computer skills, and familiarity with Microsoft Word and Excel
- Ability to manage and follow work plans
- Good interpersonal skills (communication, able to negotiate, influence, give effective feedback, be a team player)
- Able to manage stress effectively, juggle competing priorities, balance various programmatic, logistic and team needs

Preferred:

- Experience in a non-governmental organization is preferred
- Experience with donor-funded programs would be appreciated.

Application Procedure

Deadline for applications is **20 April 2021**. Interested applicants must submit a CV and cover letter stating their interest in and suitability for the position. Applications should be sent in soft copies by email to info@scera-ng.org with the subject '**Ref: Finance and Administrative Officer**' or in hard copies submitted in sealed envelopes marked with the same subject as above, to the SCERA **Jos Office** at A.P. Leventis Ornithological Research Institute, Laminga Jos East LGA, Plateau State or **Abuja Office** at #8 Nassarawa Avenue, War College Estate, Gwarinpa, FCT. All applications should be addressed to the National Programme Coordinator.