

JOB OPENINGS FOR THE POSITIONS OF FINANCE MANAGER AND FINANCE OFFICER



VACANCY ANNOUNCEMENT POSITION: FINANCE MANAGER LOCATION: ENUGU DEADLINE: 5 MAY 2025

Women Aid Collective (WACOL) is an independent, non-political, non-governmental, and non-profit. It is registered as a company limited by guarantee and has been functioning as a charitable organization since 1997.

WACOL's vision is a democratic society free from violence and abuse, where the human rights of all, particularly women and young people, are recognized in law and practice. Its mission is to assist in the education, social, economic and political development of women and young people through various interventions such as training, research, advocacy, education, community outreaches, shelter, free legal and financial aid, intra-familial conflict resolution, library/information and learning platforms. WACOL works throughout Nigeria and in the West African sub-region. Its offices in Nigeria are located in eight states, namely: Abakaliki (Ebonyi state), Awka (Anambra state), Abuja (FCT), Benin (Edo state), Calabar (Cross River State), Enugu (Enugu state), Katsina (Katsina state), Owerri (Imo state). WACOL generally works in five thematic areas: Women and young people's human rights, including persons with disabilities; Gender Based Violence (GBV); Political participation and governance; Peacebuilding and conflict resolution; and Research, empowerment and skills building.

WACOL is seeking a suitable candidate to fill the Position of Finance Manager in her head office (Enugu). The position provides an opportunity to manage the organisation's overall internal and external financial correspondence while ensuring its financial integrity and stability. This will be done by overseeing the organisation's financial planning, reporting, compliance, risk management, and advising on key strategic decisions.

Main Responsibilities

Financial Reporting and Compliance:

- Prepare accurate and timely financial reports (e.g., income statements, balance sheets, cash flow statements).

- Ensure compliance with relevant accounting standards, financial regulations, tax laws, and organisation policies.
- Liaise with auditors and other regulatory bodies.

Financial Planning and Analysis:

- Develop and implement financial plans and budgets.
- Conduct financial analysis to identify trends, opportunities, and potential risks as well as to guide decision-making.
- Prepare financial forecasts and projections.

Financial Operations:

- Manage cash flow and working capital.
- Oversee accounting and processing tasks across income and expenditure.
- Monitor expenses and implement cost-saving measures.
- Review bank and balance sheet reconciliations.
- Create and manage annual and project-related budgets.
- Ensure resources are allocated efficiently.
- Develop strategies for financing operations and growth.

Risk Management:

- Identify and assess financial risks and develop mitigation strategies.
- Ensure financial controls are in place to protect the organization's assets.

Team Leadership and Development:

- Supervise and mentor finance team members.
- Provide guidance and support to ensure staff are performing effectively.
- Collaborate with other departments to align financial strategies.
- Support decision-making at the executive level.

Communication and Stakeholder Management:

- Provide insight on financial performance to senior management, board members, and other stakeholders.
- Build and maintain strong relationships with external parties (e.g., Donors/Funders, auditors, bankers).

Continuous Improvement:

- Identify areas for process improvement and implement best practices.
- Stay up-to-date with trends and technological advancements in finance.

Skills and Competence

- Qualified chartered accountant with over 5 years of post-qualification experience. Financial expertise in the non-profit sector is an added advantage.
- A person of integrity as WACOL has zero tolerance for corrupt practices.

- Strong team player in fast-paced environments, skilled at organizing, prioritizing, and supporting multiple projects simultaneously.
- Demonstrates strong financial management skills with the ability to analyze and interpret complex financial statements.
- Proficient in accounting software such as QuickBooks, Xero, FreshBooks, and Sage.
- Capable of working both independently and collaboratively in a diverse and dynamic team environment.
- Excellent communication skills with the ability to summarize complex information clearly.
- Highly organized with strong planning, scheduling, prioritization, and deadline management abilities.
- Skilled in process analysis and project management, capable of reviewing transaction processes, identifying control procedures, and managing complex projects. This includes establishing timelines, allocating resources, assessing risks, and defining deliverables.
- Competent in applying advanced Word and Excel techniques to practical situations, including creating reports that integrate text, data, and graphs.

To Apply:

Remuneration will be in line with the set procedures of the organizations and the experience and qualifications of the candidate. Interested candidates are requested to submit a Curriculum Vitae and 1-page motivational letter explaining why you are a good candidate for the position by email to: info@wacolnigeria.org Please use **“FINANCE MANAGER”** as the subject of your email. Deadline for submission of applications is 5th May, 2025 by close of business (COB).

Please note: Only candidates who have been selected for an interview will be contacted.



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Main Responsibilities

Financial Reporting and Compliance:

- Prepare accurate and timely financial reports (e.g., income statements, balance sheets, cash flow statements).
- Ensure compliance with relevant accounting standards, financial regulations, tax laws, and organisation policies.
- Working closely with Finance Manager to liaise with auditors and other regulatory bodies.

Financial Planning and Analysis:

- Support in the development and implementation of financial plans and budgets.
- In alliance with the Finance Manager, conduct financial analysis to identify trends, opportunities, and potential risks as well as to guide decision-making.
- Prepare financial forecasts and projections under the supervision of the Finance Manager.

Financial Operations:

- Manage cash flow and working capital.
- Oversee accounting and processing tasks across income and expenditure.
- Monitor expenses and implement cost-saving measures.
- Review bank and balance sheet reconciliations.
- Create and manage annual and project-related budgets.
- Ensure resources are allocated efficiently.
- Develop strategies for financing operations and growth.

Risk Management:

- Identify and assess financial risks and develop mitigation strategies.
- Ensure financial controls are in place to protect the organization's assets.

Continuous Improvement:

- Identify areas for process improvement and implement best practices.
- Stay up-to-date with trends and technological advancements in finance.

Skills and Competence

- A degree or HND in accountancy with more than 3 years of post-NYSC qualification experience. Financial expertise in the development sector (Non-Profit) will be an added advantage.
- A person of integrity as WACOL has zero tolerance for corrupt practices.
- Strong team player in fast-paced environments, used to organize, prioritize and support multiple projects simultaneously.
- Demonstrate strong financial management skills to analyse and interpret complex financial statements.
- Good use of accounting software such as Quickbooks, Xero, Freshbooks, and Sage.
- Demonstrate ability to work independently and collectively in a diverse and dynamic team environment.
- Strong all-round communication skills and the ability to summarize complex information clearly.
- Ability to organise, plan, schedule, determine priorities and meet deadlines.
- Process analysis and project management skills to review a complete transaction process system, identify control procedures, and manage projects with a complex scope using advanced project management skills, including establishing the timeline, resources, risks, and deliverables.
- IT Skills to apply advanced Word or Excel techniques to practical situations and create reports incorporating text/data and graphs.

To Apply:

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