

Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by the Foundation from time to time. WFD is a small team and staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Finance Officer, Nigeria		
Contract type	Full Time - Fixed term contract for service	Location	Abuja, Nigeria
Salary	N 8,400,000 (Inclusive)	Contract length	Until 31 st March 2021

Context

The Foundation

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID). WFD specialises in parliamentary strengthening and political party development. It does this by supporting the development of parliaments, political party structures and civil society organisations. It is uniquely placed to draw directly on the expertise of the Westminster political parties in all its work.

Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to the Middle East and North Africa (MENA) in 2004. For more information, please visit www.wfd.org

The Programmes

WFD's strategic focus in Nigeria is the promotion of inclusive participation of citizens, particularly the underrepresented groups, in democratic governance. In line with this, WFD's implementation will majorly promote greater access and inclusion of youth and underrepresented groups in formal and informal political participation, while also working promoting accountability, within the **Inclusive and Accountable Politics (IAP)** programme funded by the Department for International Development (DfID). WFD believes that a democratic political system with active participation of citizens who also demand for accountability and service delivery from a more open and responsive government is fundamental to sustaining democracy.

Commonwealth Partnership for Democracy

WFD is working with youth-focused stakeholders to give voice to young people at the grassroots and include them in the governance process. This is being done by facilitating platforms to engage the legislature at the State level with young people. This initiative is enabling the promotion of youth interest policies and actions using legislative instruments and is being implemented in the three focal states of Kaduna, Lagos and Enugu. Extending youth inclusion beyond the centre, to States, where majority of Nigerians are domiciled, will galvanise the inclusion of male and female youths, in governance and decision-making processes.

#OurVoteCountsNG

To address the issues around electoral participation of women and youth, Westminster Foundation for Democracy (WFD), in partnership with the Nigerian Women's Trust Fund (NWTf), is implementing an intervention, **#OurVoteCountsNG**, using peer-to-peer civic and voter education. **#OurVoteCountsNG** is a three-year project funded by the European Union –Support to Democratic Governance in Nigeria (EU-SDGN). This project will enable women and youth engage with members of their own group, develop their interest in the electoral process and enhance their commitment to a representative and inclusive democracy, thereby setting the foundation for responsible, participatory and engaged citizens. The project is being implemented in the FCT, Imo and Osun states.

PERL/ECP

WFD is part of a consortium implementing the Engaged Citizens Pillar (ECP), of the Partnership to Engage, Reform and Learn (PERL) which is funded by DfID. ECP is being implemented to support increased capacity of citizens to become more effective at influencing governance reform and delivery. Bringing its experience of work with Parliament into the consortium, the ECP has led in supporting some of the reforms made possible by the recent constitutional review. ECP is also engaging with both National and State legislatures to support the implementation of reforms which will fast-track service delivery and ultimately contribute to reducing poverty in Nigeria.

Main purpose of the role

The Finance Officer (FO) Nigeria will play a critical role in assisting WFD's Nigeria office to meet the objectives of all WFD Nigeria programmes and ensure an accountable and accurate approach. This role is responsible for the accurate and efficient management of financial procedures and for ensuring excellent communication on, and co-ordination of, these requirements with stakeholders (for example stakeholders in Parliament, political parties, FCO, WFD colleagues in the UK and overseas, European Union). As a small team, the FO will also be required to support the CR in logistical and administrative tasks and in the delivery of programme activities as required. The FO is therefore expected to be able to work on a variety of tasks, be flexible and possess good time management and prioritization skills.

Management and key relationships	
Staff managed	Intern (Finance)
Reports to	Country Representative Nigeria
Key Relationships	
<ul style="list-style-type: none"> • Parliament of Nigeria staff (Nigeria) • Local programme partners (Nigeria) • Local subcontractors (Nigeria) – <i>if applicable</i> • Regional Director Africa (London) • Deputy Regional Director Africa (London) • Finance Business Partner (London) • Programme Manager Africa (London) • Senior Programme Officer Africa (London) • CP4D Director (London) • CP4D Programme Officer (London) • Finance Team (London) • UK Embassy and donors • WFD Nigeria office staff and interns 	

Main Duties	
1	<p>Financial administration for all Nigeria programmes:</p> <ul style="list-style-type: none"> • Manage multiple programme budgets from different donors/funders • Assist with the preparation of programme budgets • Advise Country Representative and London staff on forecasts and provide accurate expenditure and variance analysis • Raise payments and process invoices and bills on time relating to the programmes and in line with WFD policy • Produce monthly expenditure reports and monitor expenditure regularly with the budget lines • Prepare monthly programmes reconciliation and forecast • Prepare quarterly financial reports in line with donor requirements • Process local income and expenditure and input all transactions onto SAGE online accounting system (or other systems as required) • Manage solely and responsibly the day-to-day financials and transactional processing, including office petty cash and bank account • Complete daily, weekly, monthly and yearly bank reconciliations • Prepare monthly accruals • Prepare and analyse local cash flow – funds cash requests to WFD headquarters, petty cash etc. • Support local partners and subcontractors to adhere to WFD policies and procedures

	<ul style="list-style-type: none"> • Be responsible for the thorough and accurate filing and recording of financial documents across all programmes • Ensure financial documents are correctly and accurately coded, recorded and filed and stored both hard and soft copy (on SharePoint), and in line with donor requirements (and data sensitivity) • Work closely with WFD payroll service provider to facilitate payment of statutorily obligated payments and remissions, for WFD and its staff, including: withholding taxes, Pension, National Housing Funds, PAYE, etc • Preparation of appropriate documents for internal and external audits, programme and organisational;
2	Office management <ul style="list-style-type: none"> • Liaise with programme suppliers and service providers, as required • Apply the procurement process consistent with WFD policy and Value for Money (VFM) principles • Ensure documents and files are accessible and properly filed in paper form and online using SharePoint • Order office stationery and supplies, as necessary • Maintain the office asset register • Keep and regularly update suppliers' records
3	Programme Support <ul style="list-style-type: none"> • Provide logistical support to programme activities such as booking venues, flights, transport, accommodation and organising catering, etc. • Work closely with the London office to provide support for visits to and from the UK and other countries outside of Nigeria • Assist the Country Representative during events to ensure activities run smoothly • Ensure accurate filing of programme documents in paper form and online via SharePoint • Support local partners and subcontractors to adhere to WFD policies and procedures
4	Business Development <ul style="list-style-type: none"> • Assist with the preparation of programme budgets for business development purposes for different donors/funders • Assist with the financial set up of new programmes
5	Reporting <ul style="list-style-type: none"> • Provide timely financial reports and ensure an up to date filing system for all programmes: capture expenditure, report against budget and provide accurate financial reports and reconciliation with Sage • Support local partners and subcontractors to adhere to WFD policies and procedures re. reporting
6	Risk Management <ul style="list-style-type: none"> • To maintain an understanding and awareness of WFD's risk management policy and procedures and to report any actual or potential incidence where WFD could be operating outside its 'risk appetite'.

- Proactively review and identify any potential issues which would interfere with the reporting requirements and/or WFD compliance standards and take appropriate action to resolve them.

Person Specification			
Knowledge, skills and experience			
	Requirement	E/D	Evaluation
1	University Degree, CPA or M.com or ACCA, ICAN, Master's degree in related field is preferred	E	Application and interview
2	Experience of, and excellent abilities in, accountancy and financial administration including management of cash flows, balance sheets, sizeable budgets (planning, monitoring and reporting)	E	Application and interview
3	At least 3-5 years' experience in Financial Management, Finance system, policies and procedures, preferably experience in working with INGO's.	E	Application & interview
4	Experience of supporting multiple programmes and budgets simultaneously	D	Application & interview
5	Experience of using accounting packages (e.g. SAGE or QuickBooks). Proficient in working with Microsoft Office (MS Excel, Word, Outlook)	E	Application, interview and test
6	Experience working on programme budgets from a range of donors, such as EU, DFID, UN, GIZ etc.	D	Application, interview and test
7	Knowledge of project management methodologies and how to integrate good financial management into good project management	E	Application and interview
8	Good command of spoken and written English	E	Application and interview
9	Excellent organisational skills and the ability to work in a changing environment	E	Application and interview
10	Experience of procurement	D	Application and interview
11	Knowledge of the Westminster Parliamentary system and Political Parties, UK and international funding institutions and donor agencies	D	Interview
Competencies			
	Requirement	E/D	Evaluation

1	Analysis and judgement - Attention to detail, understands the importance of gathering and processing information accurately.	E	Application and interview
2	Working with others - Recognises that other teams, organisations and communities have different ways of doing things, takes time to understand these and to establish shared understanding and goals. Seeks advice and ideas from others and proactively shares information and learning	E	Application and Interview
3	Communicating and Influencing - Anticipates the needs and concerns of partners and prepares to address these.	E	Application & Interview
4	Delivering Results - Tackles difficult problems, seeks to understand the reason for obstacles and takes personal responsibility for finding solutions. Asks questions to clarify expectations and to agree goals	E	Application & Interview