

JOB DESCRIPTION FOR HEAD OF FINANCE

Job Title:	Head of Finance	Location:	Lagos, Nigeria
Department:	Finance	Length of contract:	Indefinite
Role Type:	National	Grade:	Managerial
Travel Involved:	As required	Direct Reports:	Account Officers
Reporting to:	Principal Lead, Directors	Employment Type	Permanent, Full Time

Organisational background

BudgIT is a civic organization that applies technology to intersect citizen engagement with institutional improvement, to facilitate societal change.

A pioneer in the field of social advocacy melded with technology, BudgIT uses an array of tech tools to simplify the budget and matters of public spending for citizens, with the primary aim of raising the standard of transparency and accountability in government.

Job purpose

The Head of Finance is a member of the executive management team with a leadership role in the organization's financial decision-making.

S/he manages all aspects of financial risk; develops and implements financial systems; manages relationships with donors on all finance-related matters; ensures compliance with regulatory and donor requirements; and ensures a sustained financial health of the organization.

Key working relationships

Key working relationships will include: Directors, Principal Lead, program teams, finance team, regulatory agencies, financial institutions, and donors.

Key responsibilities:

Strategic Financial Planning and Analysis

- Serve as a key member of the executive management team and participate in organizational decisions that contribute to the implementation of its strategic vision and sustainability.
- Assess and evaluate the financial performance of the organization with respect to organizational goals, budgets and forecasts, and provide analysis as required.

- Create yearly financial objectives with the executive team that align with the organization's strategies and current and projected grant portfolio.
- Develop annual revenue projections and organizational budget, monitor and make recommendations for adjustments throughout the year.
- Oversee investment of private funds to maximize returns at an acceptable risk level.
- Contributes strategically to grant proposal writing on finance-related aspects.

Accounting and Financial Management

- Ensure the effective and transparent use of financial resources in compliance with BudGIT's and donor policies and procedures.
- Manage overall financial operations to ensure accuracy in financial reporting and compliance with regulatory and donor requirements
- Review and ensure the application of appropriate internal controls and financial procedures.
- Oversee and maintain good working relationships with regulatory agencies and financial institutions.
- Provide standard accounting reports, including general ledger files, account and bank reconciliations, program costs, grant reporting, as well as other financial information in a timely and accurate manner.
- Coordinate audits with independent auditors and regulatory agencies.
- Enhance and implement financial systems, procedures, and tools.

Technical Leadership:

- Provide leadership and mentoring to members of the Finance Department to build a world-class financial system.
- Participates in top-level strategic planning sessions, while providing assistance to program leads and executive management in development of annual budgets.
- Create and sustain a work environment of mutual respect.

Qualifications and experience:

- Bachelor's degree in Accounting or Finance-related field.
- ACA or ACCA qualification is compulsory.
- At least 7 years' progressive experience in accounting or finance, which must include supervisory experience.
- NGO-related experience in the Finance department with a reputable non-governmental organization or donor agency is an added advantage.
- Hands-on knowledge and experience of accounting software, especially Quickbooks.
- Experience working on private and multilateral donor funds and large budgets.

Work-based skills:

Essential:

- Excellent organizational, analytical, and supervisory skills.
- Proficiency in Microsoft Office suite: Excel, Word, PowerPoint, etc.,
- Fluency in spoken and written English required.
- Mature and professional demeanor with strong executive presence.
- Ability to collaborate and interface with stakeholders at various levels.
- Self starter who can work with own initiative with limited supervision.

Desirable:

- Previous experience in building or enhancing NGOs financial management capacity.
- Strong awareness of national issues.

Female candidates are strongly encouraged to apply for this role.

BudgIT is an equal opportunity employer and offers a competitive salary and excellent benefits package including world-class training opportunities, health insurance, Group Life insurance, and End-of-Year bonus.

Interested and qualified candidates should send their updated CVs to hr@yourbudgit.com using the role applied for as subject of the mail.