



## **PLAN HEALTH ADVOCACY AND DEVELOPMENT FOUNDATION**

### **RECRUITMENT NOTICE: FINANCE MANAGER (PLANF-F01)**



#### **BACKGROUND INFORMATION**

Established in 2002, PLAN Health Advocacy and Development Foundation (PLAN Foundation) has been actively engaged in community engagement, capacity building, mobilization of civil society networks/coalitions, facilitating inclusiveness, economic strengthening, climate change adaptation, service delivery as well as civil society advocacy and activism in

Nigeria and beyond for over 2 decades. PLAN Foundation envisions a Nigeria where the individual, family and community are adequately empowered to protect themselves against poverty, underdevelopment and the spread of diseases.

PLAN Foundation is recruiting a Finance Manager at its Head Office in Ibadan.

**Position: FINANCE MANAGER (PLANF-F01)**

**Location:** Ibadan

**Job Type:** Full Time

**Contract duration:** 1 year (Renewable based on performance)

#### **Responsibilities:**

This position oversees financial monitoring, financial assessment, budget preparation and monitoring, risk management, donor reporting and all financial



and management accounting/audit duties.

The Finance Manager will:

- Provide technical support for strategic analysis, strategic planning and preparation of project work plans and re-programming.
- Take a lead in budget preparation and tracking.
- Effectively control income, cash flow and expenditure.
- Manage fund disbursements to Project Staff/Sub-Grantees and work with their Project Accounting teams to ensure that project expenditures are in line with Funders/Partners' standards.
- Ensure compliance with internal control and adherence to donors' financial policies and procedures.
- Prepare accurate and timely bank reconciliation statements, accounts payable, and account receivables, balance sheets and other reports for submission to donors, management, internal and external auditors.
- Efficiently manage payroll and monthly local statutory returns such as PAYE/ taxes, Pensions, etc.
- Coordinate activities of accounting staff and provide necessary mentoring to subordinates.
- Work closely with program team and support other staff for effective operation of PLAN Foundation and project activities.
- Follow up with all outstanding advances to staff and project partners, to ensure timely and proper retirements.
- Maintain relationship with external auditors, suppliers, banks etcetera.
- Proper maintenance of office building and equipment including insurances, rent matters, etcetera.
- Creating and implementing an effective compliance program and ensuring that the compliance program effectively prevents and/or detects violation of law, regulations, organization policies, or the code of conduct
- Regularly reviewing the compliance program and recommending appropriate revisions and modifications, including advising administrative leadership and the board of directors of potential compliance risk areas
- Implementing and operating retaliation-free reporting channels, including an anonymous telephone reporting system available to all employees, volunteers, customers, and vendors
- Ensuring that the internal controls are capable of preventing and detecting significant instances or patterns of illegal, unethical, or improper conduct by employees, agents, contractors, or others working with the organization



- Presenting periodic and annual reports on the compliance program to the board of directors
- Working with administrative leadership to provide adequate information to staff to ensure that they have the requisite information and knowledge of regulatory issues and requirements to carry out their responsibilities in a lawful and ethical manner
- Ensuring that all contracts contain language that is corporate compliant
- Representing the compliance committee, including developing appropriate agendas, reports, and information as directed from time to time by the committee
- Support and facilitate the conduct of annual performance appraisals for all staff.
- Serve as focal person to security issues: life and property of the organization.
- Perform any other role as may be assigned by the Executive Director/CEO.

### **Qualifications and Requirements:**

A minimum of HND or BSc. degree in Accounting, Banking and Finance. A professional membership of ACA/ACCA/CPA/ANAN is an added advantage.

Must also have at least 3 years working experience and strong knowledge of Non-Governmental Organizations (NGOs), with skills in QuickBooks, Microsoft Excel, Microsoft Word for financial documentation and reporting, including PowerPoint.

A good knowledge of internal control systems, financial audit processes, grant management systems, work plan development and tracking, and accounting procedures for various grant making organizations, development partners and foundations is critical.

A good knowledge of bank procedures in terms of requests, payments, reporting, etcetera (manual and electronic) are essential.

**Application Deadline: Monday, August 5 2024 (11:59PM)**

### **Method of Application**

Interested and qualified candidates should submit a cover letter and CV as **ONE SINGLE WORD DOCUMENT** to PLAN Foundation by email as detailed below:

**Indicate the Position and the code Number on the subject line**

**Email:** [Oluwakemi@planfoundation.org.ng](mailto:Oluwakemi@planfoundation.org.ng)

Only shortlisted candidates will be contacted for interview.



## **Safeguarding:**

PLAN Foundation is committed to provide a safe environment for all employees, beneficiaries and anyone contracted by PLAN Foundation. This Includes taking measures to protecting vulnerable people from Sexual Exploitation and Abuse (SEA) by either PLAN Foundation employees or associated personnel. PLAN Foundation abides by child safeguarding principles. PLAN Foundation's Safeguarding Policies apply and flow out to all PLAN Foundation staff, board members, volunteers, and partner staff (subcontractors, consultants, vendors, and sub-recipients), regardless of the funding mechanism or amount of contract, agreement, or purchase order.

This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

PLAN Foundation is an equal opportunity and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, physical or mental disability, protected Veteran status, or any other characteristic protected under applicable law.

PLAN Foundation fosters the strength and health of its workforce through a competitive benefits package, professional development and policies and programs that support a healthy work/life balance.