

**Organisation:** Empowering Women for Excellence Initiative

**Job Title:** Finance and Supplies Officer (FSO)

**Location:** Kaduna, Nigeria.

**Expected Start Date:** 1 September 2020

**Contract Duration:** Initial Contract of limited duration, renewable based on performance. Probation period of 3 months.

### **Key Responsibilities**

- Collect financial information and maintain all financial records for projects and for the organisation.
- Represent the Finance and Supplies department in any internal or external meeting as assigned.
- Assist in ensuring that all financial reporting is completed on time and submitted to donors or other audiences.
- Assist in the preparation and analysing of budgets and financial reports
- Maintain and update asset register.
- Ensure that all reports are completed by the close of the fiscal year.
- Input into all financial reports for different audiences.
- Support the development of budgets for grant proposals.

### **Required Education, Qualification and Competencies**

- Minimum OND in a relevant discipline
- An additional qualification in gender is a plus
- At least one-year professional experience
- Experience in project and programme management.
- Experience of working in a team and under pressure.
- Excellent computer skills  
(documents/spreadsheets/databases/presentations/calendars/email).
- Knowledge and application of accounting software and applications
- Excellent spoken and written English including writing programme plans and reports.
- Interest in gender issues & international development.
- Other languages (eg Hausa) and foreign languages including French are an advantage.
- Must be passionate about and committed to learning.

Please send an updated CV, Completed Staff Application Form (which can be downloaded from our website) and passport photograph to [contact@eweing.org](mailto:contact@eweing.org) with the title: "EWEI FSO" before or by 16 August 2020. Please note that only shortlisted candidates will be contacted.