

# Vacancy

**Organisation: Empowering Women for Excellence Initiative (EWEI)**

**Job Title: Programme Officer Finance and Supplies (POFS)**

**Location: Kaduna, Nigeria.**

**Expected Start Date: TBC**

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

## Key Responsibilities

- Oversees the financial operations of the organisation and ensures timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
- Responsible for entering financial information and maintaining all financial records for projects and for the organisation.
- Provides orientation and training to the organisation staff on cost-effective management.
- Ensures that all financial reporting is completed on time and submitted to donors.
- Delivers all requirements of the financial audits of all projects of the organisation.
- Supports the development of grant and proposal budgets.
- Provides financial inputs for proposal development and project management.
- Manages financial control, prepares and analyses budgets, develops financial reports, and makes recommendations to the organisation on budget expenditures.
- Represents or delegates for the Finance and Supplies department in any internal or external meeting.
- Development and supervision of all staff/interns/volunteers within the Finance and Supplies department.

## Required Education, Qualification and Competencies

- Master's degree in relevant discipline. Additional qualification in gender is a plus.
- At least five years job related experience.
- Experience of working in a team and under pressure.
- Excellent computer skills (documents/spreadsheets/databases/presentations/calendars/email).
- Excellent use of accounting software and applications including Wave.
- Excellent spoken and written English including writing programme plans and reports.
- Interest in gender issues & international development.
- Other languages (e.g. 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 POFS'. Please note that only shortlisted candidates will be contacted.**