



Concern for Women and Children Development Foundation (COWACDI)
No. 26 opposite Save the Children Office, Benue Avenue, Old G.R.A Maiduguri, Borno State

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Operations and Compliance Manager

Background

Concern for Women and Children Development Foundation (COWACDI) is a woman-led organization born out of passion for the wellbeing of Women and Children in Nigeria. It is a dynamic and impactful NGO committed to providing humanitarian aid and support to vulnerable communities around the world. With a focus on empowering individuals and fostering sustainable development, we strive to make a positive and lasting impact on the lives of those in need. **COWACDI has zero tolerance to fraud and other related practices.**

It has a special interest in mitigating the suffering of the vulnerable persons (mostly Women & Children) in times of crisis. Currently the organization has focused its attention on the North East of Nigeria with special emphasis in Borno, Yobe and Adamawa states (the BAY states) due to the decade old crises. COWACDI intervenes through community-based approach in addressing Gender-Based Violence prevention and response programmes, child protection, peace-building programmes and empowerment of youth and women. Since its establishment in 2005 has been implementing humanitarian and developmental interventions in Protection, Peace Building, Housing Land & Property (HLP), Non-food Items (NFI), Livelihood. These interventions have directly targeted over 6000 vulnerable children, women, girls and boys as well as people with disabilities. Determined to expand her interventions to reach more vulnerable groups in the conflict area, COWACDI will be implementing Fostering Inclusive, Gender-Responsive Youth Employment in the Green Economy project in partnership NRC. COWACDI operates with full respect for humanitarian law and works with concrete policies and principles of international standard such as humanity, impartiality, neutrality and independence and accountability to affected population.

About the Role:

The role holder plays a crucial role in ensuring that the organization's operations are efficient, effective, and compliant with relevant laws and regulations, will lead and manage adherence to organizational goals. Develop and implement strategies to optimize processes and enhance overall operational performance. Oversee all compliance and Operations health of COWACDI. This involves managing the back-office operations of COWACDI's internal budget and finances and oversight of investment opportunities and financial strategy for the organization.

The operations and compliance manager will participate in Senior Management Meeting and will be responsible for effective compliance management and operations processes for projects, ensuring invoice uploading, electronic and hard copy archiving of financial documents, Single accounts reconciliations, and coordinate other Finance Administrative duties as per COWACDI guidelines. He/she will effectively interact with a diverse group of stakeholders, manage expectations and duties according to the agreed timelines. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal job descriptions and be able to vary working hours accordingly. The role holder will work under the supervision of the Executive Director.

We are recruiting to fill the position below:

Employment Type: Full-Time

Job Title: Operations and Compliance Manager

Qualification: B.Sc./M.Sc.

Experience: 5 Years

Location: MMC/Jere Borno State (Roving to other Project implementing locations)

Job Field: Finance and Operations

Reports to: Country Director

Vacancy: 1

Contractual Arrangement: Internal/External

Contract Duration: 18 Months

Planned Timelines: ASAP

Job Responsibilities include:

Operations Oversight:

- Manage day-to-day operations to ensure efficiency and effectiveness in the delivery of humanitarian programs.
- Collaborate with project managers to streamline operations and optimize resource utilization.
- Monitor and improve organizational processes to enhance overall performance.
- Ensure all operations activities comply with the policies and regulations of the donor(s).
- Responsible for submitting activity reports, meeting minutes, and financial reports on a regular basis to the Executive Director.
- Ensures close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.
- Responsible for overseeing the development and execution of operations deliverables, leading the departments planning, budgeting, action plans, and monitoring processes.
- Responsible for submitting activity reports and financial reports on a regular basis to the Executive Director.
- Lead and motivate the operations team, Monitor their activities and expenditure on the project's implementation.
- Provide guidance and monitoring for operations staff, ensuring clarity over teams plans and priorities and encouraging effective teamwork.
- Develops best practices and tools for departments activity execution and management.
- Defines operations scope, goals, and deliverables that support business goals and strategic vision of management.
- Coordinates the development and delivery of operations plans, documentation, training, presentations, and budget proposals to management and staff.
- Identifies and resolves operations issues and implements improvement plans to ensure the operation stays on schedule and within budget, ensuring every COWACDI's project being implemented is being done within the stated budget and ensures timely reporting.
- Identifies partnerships, opportunities, and information to present to management to help achieve strategic goals of the Organization.
- Ensures close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.

Compliance Management and Budgeting

- Act always in accordance with local law and standards of accounting practice.
- Review budget with the aim of gaining a clear understanding of budget guidelines and instructions.
- Review funding allocations to enable proper guidance to programs and proper coding.
- Provide training to program staff on compliance issues.
- Oversee the organization's financial systems, ensuring accuracy, transparency, and compliance with relevant regulations.
- Develop and maintain budgets, financial forecasts, and financial reports.
- Implement effective internal controls and risk management practices.
- Produce monthly and quarterly reports to be reviewed by your supervisor.
- Managing the execution and sharing of all financial documents and monthly, quarterly or annual reports
- Analyzing financial reports and identifying opportunities to reduce costs
- Making strategy recommendations for identified problems or general financial decisions
- Staying updated with financial software, industry trends and investment opportunities
- Ensuring compliance with tax laws and other industry financial regulations
- Manage daily activities of the finance team by monitoring the progress of work, follow up on outstanding tasks and ensuring closed tasks are properly communicated and closed to the satisfaction of all.
- Ensure compliance with financial legislation, policies and procedures.
- Manage accounting and financial systems and ensure full and accurate accounting records.
- Conduct financial analysis and prepare detailed financial reports and statements.
- Provide financial and accounting advice, guidance, direction and leadership to the team.
- Respond to auditors' concerning finances and operations; also oversee required action to address deficiencies.
- Assisting Country Director on special projects where relevant.
- Ensure project activities comply with the policies and regulations of the donor organization.
- Identifies partnerships, opportunities, and information to present to management to help achieve strategic goals of the Organization.
- Ensures close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.
- Performs other duties assigned.

Project Coordination:

- Collaborate with project managers to ensure seamless coordination and integration of programs and initiatives.
- Monitor project timelines, budgets, and resource allocation to achieve successful outcomes.

Logistics and Supply Chain Management:

- Oversee logistics, procurement, and supply chain activities to guarantee timely and cost-effective delivery of goods and services.
- Evaluate and enhance supply chain processes to minimize costs and improve efficiency.

Team Leadership and Development:

- Lead and mentor the finance and operations team, fostering a culture of collaboration and professional growth.
- Coordinate with other departments to facilitate cross-functional teamwork.
- Provide strategic guidance to the executive team on financial and operational matters.
- Identify training needs and provide professional development opportunities for team members.

Strategic Planning:

- Contribute to the development and execution of the organization's strategic plan.
- Provide input on operational aspects of strategic initiatives and organizational growth.
- Contribute to the development and execution of the organization's strategic plan.
- Identify opportunities for financial and operational improvements to enhance organizational impact.

Donor Compliance:

- Ensure compliance with donor requirements in financial reporting and project implementation.
- Work closely with program managers to align financial activities with project goals and donor expectations.
- Conduct regular audits to guarantee adherence to donor guidelines.

Required Skills and Qualifications

- Bachelor's degree in Business Administration, or a related field. Master's degree preferred.
- Minimum Previous Experience: 3 - 5 Years'. Prior work experience in a non-governmental organization (INGO) preferred.
- Added advantage is Additional management Trainings, Accounting software, Advanced Excel skill
- Certification in ATS, ICAN, or ACCA will be an added advantage
- Experience in monitoring and evaluation as well as strategic planning, capacity building and team management.
- Proven knowledge of financial analysis and strategy
- Excellent verbal and written communication and presentation skills
- In-depth knowledge of financial reporting standards, tax regulations and industry legislation
- Analytical skills
- Attention to detail
- Interpersonal skills
- Negotiation skills
- Ability to influence, motivates, and collaborate with others.
- Must be able to read, write and speak fluent English.

Additional Skills

- Building and Managing Relationships
- Good Interpersonal Skills
- Good NGO Knowledge
- Change Management Skills
- Good communication skills
- Ability to develop and deliver presentations.
- Ability to create, compose and edit written materials.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Language required:

Fluency in oral and written English is required. Hausa and Kunuri would be advantage.

Application Closing Date

06 January, 2025.

Method of Application:

Interested and qualified candidates should kindly forward their Cover letter and CV in a single **PDF format** via an e-mail to recruitment@cowacdi.org stating the position they are applying for as the subject of their mail.

Additional Information

COWACDI is an equal –opportunity employer and does not discriminate based on race, gender, religion, etc. Kindly ensure that you are able to work in this location when applying. Qualified women are strongly encouraged to apply

No application after the closing date will be considered.

COWACDI regrets that, due to the large number of applications we receive, we are unable to reply to every applicant. If you are being considered for the role, a recruiter will contact you. If you are not contacted within 2 weeks, you should consider your application not successful on this occasion.

Note: Never pay for any training, certificate, assessment, or testing fee to the recruiter.