



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

Publication Date:

23rd December, 2024.

Finance Coordinator

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 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 8000 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 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, do no harm, impartiality, neutrality and independence and accountability to affected population and **Zero Tolerance to Fraud and related activities.**

We are recruiting to fill the position below:

Employment Type: Full-Time

Job Title: Finance Coordinator.

Qualification: B.Sc. /HND

Experience: 5 Years

Location: MMC/Jere Borno State

Job Field: Operations

Reports to: Country Director

Vacancy: 1

Contractual Arrangement: Internal/External

Contract Duration: 18 Months

Planned Timelines: As soon as possible

Overall purpose of the role:

Job Summary:

The Finance Coordinator is responsible for managing and overseeing the financial operations of the organization, ensuring compliance with internal policies, donor regulations, and local statutory requirements. This role involves budgeting, financial reporting, cash flow management, and capacity building of finance staff to ensure efficient and transparent financial management.

Key Responsibilities:

Financial Management:

- Oversee all financial transactions, including payments, receipts, and disbursements, ensuring compliance with policies and procedures.
- Prepare monthly, quarterly, and annual financial reports for management, donors, and stakeholders.

- Develop and maintain financial systems, including accounting software and filing systems.
- Monitor and manage cash flow to ensure liquidity and efficient use of resources.

Budgeting and Forecasting:

- Coordinate the preparation of annual budgets and periodic forecasts in collaboration with program teams.
- Monitor budget utilization and provide variance analysis to management.
- Ensure that budget revisions are prepared and submitted as required by donors.

Compliance and Audit:

- Ensure adherence to organizational policies, donor guidelines, and local statutory regulations.
- Coordinate internal and external audits, including preparing necessary documentation and responding to audit queries.
- Identify financial risks and implement mitigation strategies.

Capacity Building:

- Train and mentor finance staff on financial policies, procedures, and donor requirements.
- Support non-finance staff in understanding budgeting and financial management concepts.

Grant and Donor Management:

- Monitor financial aspects of grant agreements, including reporting deadlines and fund utilization.
- Prepare and review financial reports for submission to donors.
- Ensure all financial records related to grants are accurate and up to date.

Coordination and Representation:

- Liaise with banks, auditors, tax authorities, and other external stakeholders as needed.
- Represent the organization in financial discussions with donors and partners.

Qualifications:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Professional certifications such as CPA, ACCA, or equivalent are highly desirable.

Experience:

- Minimum of 5 years of experience in financial management, preferably in the humanitarian or development sector.
- Experience working with donor-funded projects and knowledge of donor regulations (e.g., USAID, EU, UN).

Skills and Competencies:

- Strong understanding of financial principles, accounting practices, and grant management.
- Proficiency in financial software (e.g., QuickBooks, SAP) and advanced Excel skills.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong attention to detail and organizational abilities.
- Ability to work under pressure and meet deadlines.
- Knowledge of local tax laws and regulations is an advantage.

Language required:

Fluency in oral and written English is required. Hausa and Native Language of the area would be an added 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 and location of the position 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 can 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.