

ACCOUNTS OFFICER FOR GASHAKA ANI PROJECT

Terms of Reference (ToR)

Background

Gashaka Gumti National Park (GGNP), Nigeria's largest protected area, is in Taraba and Adamawa states along the border with Cameroon. ANI Foundation is a Nigerian not-for-profit organization established to demonstrate that private sector investment can make nature conservation financially sustainable. The protection of GGNP is the Foundation's first project, implemented through a public-private partnership (PPP) co-management agreement with the National Park Service.

To support the effective financial management of its operations, ANI Foundation seeks to recruit a full-time Accounts Officer to be based in Serti, Gashaka LGA Taraba state in proximity to the park. Working under the direct supervision of the Senior Accounts Officer, the successful candidate will support the maintenance of accurate and complete financial records, the timely posting of transactions into the accounting software, and compliance with the organization's accounting procedures and financial management requirements.

Hierarchy: Reports directly to the Senior Accounts Officer

Based at: Serti, Gashaka, Taraba state. (Gashaka L.G.A., Taraba State)

EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree or HND in Accounting, Finance, Business Administration or a related discipline.
- Up to 2 years of relevant accounting experience.
- Experience using accounting software is required; familiarity with **Manager IO, QuickBooks, Sage** is an advantage.
- Good understanding of bookkeeping, financial records management and internal controls.
- Good knowledge of Microsoft Excel and other Microsoft Office applications.
- Strong attention to detail, accuracy and organizational skills.
- Ability to maintain confidentiality and work effectively with minimal supervision.
- Good communication skills, both written and verbal, as well as strong analytical skills.

RESPONSIBILITIES

- Post financial transactions accurately and promptly into the organization's accounting software.
- Maintain accurate records of receipts, payments, invoices, journals, and other accounting documents.
- Ensure all newly acquired assets are properly recorded, tagged, coded and assigned to responsible users or locations.
- Maintain organized and accessible financial records and support documentation.
- Conduct routine physical verification and stock-taking of fixed assets.
- Support periodic review of asset conditions and ensure proper documentation of asset movements.
- Any other duties as required from time to time

Salary and other benefits: There will be a competitive salary. Medical Insurance, Group Life insurance and contributory pension are provided.

Applications should consist of a CV and cover letter as a single pdf document. The CV should list three independent professional referees. Please send applications to recruitment@ani-nigeria.org by 23rd October 2026. The title/subject of your email and application should be "Accounts Officer for Gashaka."