

## **SENIOR ACCOUNTS OFFICER FOR GASHAKA GUMTI NATIONAL PARK**

### **Terms of Reference (ToR)**

**Position Description:** Nigeria's largest protected area, Gashaka Gumti National Park (GGNP) is located in Taraba and Adamawa States on the border with Cameroon. ANI Foundation is a Nigerian NGO established to demonstrate that private sector investment can make the protection of nature profitable. Protection of Gashaka Gumti National Park is our first project and we have signed an agreement with the National Park Service establishing a Private-Public Partnership co-management model. ANI requires a full-time Senior Accounts Officer to be based in Taraba State near the park, who will support the Financial Controller in managing financial records and ensuring accurate accounting practices within the organization.

**Hierarchy:** Reports directly to the Financial Controller

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

### **EXPERIENCE AND QUALIFICATIONS:**

#### **REQUIREMENTS**

- Bachelor's degree in accounting or equivalent. Professional accounting qualification (ICAN, ACCA, ACA), MBA, CPA or other equivalent certification a plus
- At least five (5) years' experience with financial management. Experience with managing accounting for EU or German Government (GIZ) funding or other international donor agency funding such as USAID funding is a plus.
- Good communication skills, both written and verbal, as well as strong analytical skills.

#### **QUALITIES**

**1. Integrity:** The Accounts officer will handle sensitive financial information and must have a high level of integrity. They need to be trustworthy and honest to maintain the confidentiality and security of financial data.

**2. Problem-Solving Skills:** Accounts officer may often encounter complex financial issues that require analytical thinking and problem-solving skills. Being able to identify problems, analyze root causes, and find effective solutions is crucial in this role.

**3. Attention to Detail:** Precision is paramount in accounting. Accounts officer must pay close attention to details to ensure accuracy in financial records, reports, and transactions. Even a small error could have significant consequences.

**4. Time Management:** Managing various financial tasks and meeting deadlines is a common aspect of this role. The accounts officer will require strong time management skills to prioritize tasks effectively, stay organized, and ensure that financial processes are completed in a timely manner.

**5. Teamwork:** While much of the work involves individual tasks, the accounts officer may often need to collaborate with other departments, auditors, and financial professionals. Having good interpersonal skills and the ability to work well in a team is important for a harmonious work environment and effective financial management.

### **RESPONSIBILITIES:**

Support the financial controller in the management of the treasury and accounting in order to

ensure the smooth running of operations at all times and minimizing financial risks through proper internal controls. This position is responsible for the following plus other duties, as assigned by the financial controller:

#### **Accounting**

- *Financial Record Keeping:* Responsible for maintaining accurate and up-to-date financial records for Gashaka field project transactions. These include recording daily transactions, updating ledgers, and ensuring the integrity of the financial data.
- *Accounts Payable and Receivable:* Handle accounts payable by processing invoices, verifying expenses, and making timely payments to vendors and also manage accounts receivable by issuing invoices to customers, tracking payments, and following up on overdue accounts.
- *Reconcile financial discrepancies* by collecting and analyzing account information and internal accounting records to ensure they align correctly. Reviewing daily accounting and supporting documents for all transactions before posting in order to minimize errors. Participate in the coordination and supervision of the monthly and annual closing of accounts and ensures timely reconciliation.
- Follow-up and ensures monthly reconciliation of balance sheet accounts and accrual accounts. Support preparation of monthly reports/reconciliations and year-end reconciliation of accounts.
- Follow-up with field staff and tracking cash advances.
- Prepare payment requests and purchase order requests for vendors.

#### **Staff Management**

- Directly manages the accounting team in GGNP and the first-line technical support for field staff.
- Provides training to administrative/finance and technical staff in finance and accounting policies and procedures.

#### **Budget/grant management and financial reporting**

- Assist the financial controller in preparing budgets for funding proposals and annual institutional budgeting.
- Participate in the management of funding agreements providing regular and adequate indicators to monitor the financial health of the mission.
- Conduct regular field visits to ensure compliance of financial processes.
- Assist the financial controller on monthly budget and financial report preparation.
- Assist the financial controller in working with field staff to generate financial reports,
- Monitor bank transfers, banking activities, and expenditures.
- Ensure completeness and compliance of documentation on all financial transactions.
- Follow up of audit recommendations to ensure findings are closed as per the schedule.

Any other duties as required from time to time.

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

Applications should consist of a CV and cover letter. The CV should list three independent professional referees and contact details for previous employers should also be provided. Please send applications to [jat@ani-nigeria.org](mailto:jat@ani-nigeria.org) as one single Word document by June 30<sup>th</sup> 2024. The title/subject of your email and application should be "Senior Accounts Officer for Gashaka."