

## **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 on the border with Cameroon. The park harbours a huge diversity of wildlife, but is threatened by illegal cattle grazing, poaching, and logging. Africa Nature Investors (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 (NPS) establishing a Private-Public Partnership (PPP) co-management model. ANI requires a full-time Accounts Officer 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:**

- 1. Educational Background and Experience:** A bachelor's degree in accounting, finance, or a related field is required with at least 2 years' experience.
- 2. Accounting Skills:** Proficiency in accounting software (preferably manager IO) and a strong understanding of accounting principles and practices are essential. Knowledge of financial regulations and compliance standards is also crucial.
- 3. Analytical Skills:** Strong analytical skills to interpret financial data and resolve discrepancies. Should be detail-oriented and capable of working with complex numerical data.
- 4. Communication Skills:** Effective communication skills, both written and verbal, are important for interacting with colleagues, clients, and vendors. Accounts officer may be required to explain financial information and policies to individuals who may not have an accounting background.
- 5. Organizational Skills:** Must be highly organized to manage multiple tasks, meet deadlines, and maintain accurate financial records. Attention to detail and the ability to prioritize tasks are key qualities for this role.

### **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:**

- 1. Financial Record Keeping:** Responsible for maintaining accurate and up-to-date financial records for Gashaka field project transactions. These includes recording daily transactions, updating ledgers, and ensuring the integrity of the financial data.
- 2. 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.
- 3. Reconciliation:** Reconcile financial discrepancies by collecting and analyzing account information and internal accounting records to ensure they align correctly.
- 4. Financial Reporting:** Prepare various account reports as assigned by the financial controller and or project manager.
- 5.** Any other duties as required from time to time.

#### **Management**

Serve as the Accounts Officer for Gashaka Field project and manage field accounts.

**Salary:** There will be a competitive salary commensurate to experience.

**Other benefits:** 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 Thursday December 18<sup>th</sup> 2023. The title/subject of your email and application should be "Accounts Officer for Gashaka."