



OUR CLIENT

Our client is a leading financial sector development organisation working to promote financial inclusion in Nigeria. Its vision is to be the leader in facilitating an all-inclusive and growth-promoting financial system. The organisation is funded by the UK Government's Department for International Development and the Bill & Melinda Gates Foundation.

The organisation is well renowned within Nigeria's financial sector for providing thought leadership in financial inclusion and championing the unbanked. Through funding and catalyzing innovation, providing cutting-edge research, advocating for enabling inclusive policies and building capacity, it has built a reputation as an "honest broker" amongst both the private and public sectors. Data from some of their surveys was a key source of information in the development of the National Financial Inclusion Strategy; and is also widely used by a diverse range of stakeholders, including regulators, as a benchmark for financial inclusion in Nigeria. Furthermore, financial services providers use their research to develop a range of relevant financial products through gaining insights and understanding of consumers' needs.

The organisation is seeking to appoint dynamic, strategic, and committed individuals to newly defined roles to build on its current achievements and accelerate the impact of financial inclusion in Nigeria.

BACKGROUND

To further achieve the objective, our client has identified the urgent need to recruit a competent and suitably qualified individual to fill the position of **Finance & Operations Manager (COO position)**. This is a rapidly growing organization with considerable influence in the financial sector.

ROLE PROFILE

Job title:	Finance and Operations Manager (COO equivalent)
Location:	Nigeria
Reports to:	General Manager (CEO)
Supervises:	Finance Officer, HR & Admin Officer, IT Officer

PURPOSE

- Oversee the Finance, HR, IT & Administrative functions of the organization to ensure efficient and seamless operations
- Provides input into the Business Plan in line with the organization's strategy
- Directs the Finance, HR, IT & Administrative departments through all HR policies and procedures and ensures the availability and effective management of relevant skills and capabilities to achieve the organization strategy.

RESPONSIBILITIES

Finance Function

- Oversees the work of the Finance function to ensure compliance with regulatory and donor requirements



- Ensures efficient and effective management of the accounting and finance function, accuracy and reliability of financial information, and the overall sound management of the organization's funding and expenditure
- With assistance from the Finance Officer, prepares comprehensive annual budgets for the General Manager's approval
- Reviews, challenges and finalizes financial plans and budgets for the programme to ensure realistic and achievable targets in line with business objectives
- Periodically reviews and adjusts the organization's budgets as new business information emerges and to cater for the changing business context
- Reviews all grant disbursement requests, grant agreements and contracts for sign off by the General Manager
- Supports the GM to prepare Quarterly Board reports
- Oversees the relationships the Finance Officer develops with the organization's bankers, financial auditors, and tax and revenue authorities
- Ensures all renditions, audits and statutory compliance activities are carried out on time, in line with global best practice
- Reviews all financial reports prepared by the Finance Officer for sign-off by the General Manager
- Ensures that budget variances are kept to the range specified by the organization's Funders. Submits monthly variance analysis report to the General Manager. Submits Quarterly & Annual variance analysis reports to the Donors as required
- Establishes and maintains internal auditing systems for monitoring and ensuring the accuracy of all financial data. Prepares monthly reports on any discrepancies for the General Manager
- Prepares, reviews and maintains relevant vendor contracts, monitoring implementation and ensuring adherence to contract terms. Prepare quarterly vendor performance reports for the General Manager
- Reviews and signs off the monthly bank charges and bank reconciliations prepared by the Finance Officer
- Signs off payment vouchers prepared by the Finance Officer for approval by the General Manager, ensuring accuracy and minimal errors
- Ensures that finance requests are resolved and communicated in a timely manner to internal and external stakeholders
- Ensures statutory compliance under the Income Tax Act and the Companies Act and provide advice and assistance to the General Manager on all financial regulatory issues
- Performs Tax Audits and Governance on all inter-organization operations and develop Tax compliance reports. Presents Tax performance reports to the relevant bodies and recommends improvements and compliance where required
- Conduct formal and recurring business reviews for each department and provide input and decision support to the revision of each department's business plan and strategy

Human Resources Function

- Analyses and develops a Human Capital Strategy including talent, leadership development, performance management and rewards strategies to enable execution of the organization's strategy
- Supervises the HR Officer to actively manage and direct the implementation of all the organization HR policies



- Ensures that all policies and procedures are kept up to date and are in line with evolving business mandate and objectives
- Actively manages and oversees the implementation of all strategic business initiatives to build a culture of Excellence & quality delivery
- With assistance from the HR & Admin officer, develop an annual training plan for all staff. Ensures adherence with training plan all through the year
- Ensures all heads of departments are equipped with requisite management and performance coaching skills
- Provides input into the annual business planning meetings
- Support Line managers to conduct regular performance reviews as per performance management framework

Administration

- Provide leadership and strategic thinking on logistical and administrative functions to ensure they meet the organization's needs and support the organization in achieving its strategic objectives
- Identify new administrative systems and processes if required as the organization grows and develops

Information Technology (IT)

- Provide leadership and strategic thinking on the overall management of the organization's IT department to ensure IT is effectively deployed to achieve the organization's strategy
- Increase the effectiveness and efficiency of the IT services provision within the organization, by ensuring IT staff stay customer focused

Other Duties

As required, contribute to the organization's knowledge management by facilitating knowledge sharing sessions, creating training materials and ensuring these materials are consistently saved to the organization's group folder for ease of reference and retrieval of information

SUCCESS FACTORS

- Strong understanding of the organization's business and related businesses
- Strong understanding of Finance function operations
- Knowledge of all relevant HR legislation and policies
- Strong understanding of leading HR practices
- Ability to work well under pressure and tight deadlines
- A deep understanding of the operations, activities and functions of a Non Profit
- Strong business acumen & communication skills
- Excellent analytical skills
- Detail orientation

QUALIFICATION / EXPERIENCE REQUIREMENTS

Educational Qualification

- A BSc Degree in Finance
- An MBA is an added advantage

**Professional Qualification**

Membership of at least one of the following professional bodies is required: Institute of Chartered Accountants of Nigeria (ICAN), Association of Certified Chartered Accountants (ACCA), Certified Financial Analysts (CFA)

Desired Experience

At least 15 years' experience in Finance / HR with at least 7 years in an executive level.

COMPENSATION

You will be offered an attractive compensation package. Work sponsorship and relocation will also be considered for a successful candidate (if required).

EXPECTED START DATE

The successful candidate will be expected to start as soon as possible.

LOCATION

The role is based in Nigeria. By nature of the role, travel may be required of the incumbent from time to time.

APPLICATION PROCESS

To indicate interest in this position, please send your updated resume with your availability/notice period to hello@talentstoneafrica.com

Talentstone