

# **Voluntary Chief Finance and Administrative Coordinator Job Advert**



## **Organisation Background**

Network AID is a voluntary charitable nonpolitical, not-for-profit making youth serving human rights organisation founded on the 16<sup>th</sup> June 2013 that seeks to contribute to the national and international agenda of empowering illiterate women/girls, youth persons with disability and deprived children in society to realize their full potential irrespective of religion, ethnic background, tribes and cultural heritage. It believes in the fundamental principles of human rights, neutrality, volunteerism, professionalism, impartiality, and integrity.

Network AID discourages all forms of social pressure, discrimination and social exclusion against illiterate women/girls, youths, persons with disability and deprived children. It receives and files complaints of human rights abuse and violation against illiterate women/girls, youth, persons with disability and deprive children; provides training and awareness raising on corruption, gender base violence, children's rights; HIV/AIDS; cancer; water sanitation and hygiene (WASH); harmful traditional practices/FGM; mental health and information communication technology; facilitate dialogue among key interest groups for the voice of illiterate women/girls, youth and deprived children to be heard and acted upon; conduct research/survey and advocate on issues that affect their well-being and development.

## **Vision**

An informed society of illiterate women/girls, youths, persons with disability and deprive children for a sustainable, corrupt-free, and healthy population.

## **Mission**

Enhancing the well-being and welfare of illiterate women/girls, youths, and persons with disability and deprive children development and participation for a productive and corrupt-free society.

## **Brief Role & Responsibility Chief Finance & Administrative Coordinator**

As Chief Finance & Administrative Coordinator, one must be incredibly organized and detail-oriented. responsible for accurately maintaining the financial records of an organization. tasked with a wide variety of activities to support the fiscal well-being of the organization. You serve as a point of contact and link between employees, internal departments, and external parties, including vendors, lenders, and customers. handle clerical and administrative duties, analyze and improve office processes and policies, and ensure that the office operates smoothly. Maintain employee and partner or donor records. analyze office processes and policies, develop creative solutions to administrative problems

Organized, and analysed administrative exceptional communication and problem-solving skills in handling office duties and optimising office operations.

The ability to multi-task, provide excellent service, discretely handle sensitive information, prioritize and be a team player is a must. Proficiency in Microsoft Office and a variety of other software systems, such as QuickBooks is essential. While occasional overtime may be needed.

The Chief Finance and Administrative Coordinator is a 100% voluntary position with the possibility of allowance/salary.

## **Requirement In Performing The Job**

### **Experience**

1. Minimum finance working experience is an added advantage
2. Experience and working knowledge of general payroll, financial prudence and tax regulations is generally preferred.
3. experience in administrative and office management
4. Excellent written and verbal communication skills
5. Effective problem-solver
6. Experience to properly organising and managing financial records and reporting systems
7. Experience in developing financial policies, templates and financial forecasting.

### **Skills**

1. Must be incredibly organized and detail-oriented.
2. Ability to multi-task, provide excellent service, discretely handle sensitive information, prioritize and be a team player.
3. Exceptional interpersonal and written and verbal communication skills.
4. Strong task and time management skills.
5. Basic math skills and understanding of basic financial concepts.
6. Professional appearance and courteous manner, clear, polite phone voice.
7. Highly organized and detail-oriented
8. Proficient in Microsoft Office and a variety of other software systems, such as QuickBooks.
9. Skills and knowledge on general payroll, financial prudence and tax regulations are preferred.
10. Mathematical, logical, and analytical skills and financial management abilities
11. Verbal and non-verbal communication skills
12. Leadership skills; ability to work in a team
13. Ability to identify financial gaps and reduce financial lost

### **Duration**

Thirty-six (36) months with three (3) months' probations with a possibility of extension for another three (3) months

### **Location - Remotely**

Work will be done virtual/remotely at the applicant resident or anywhere deemed fit with official travel to other country programmes to render support and monitoring.

### **Reporting**

All Finance and Administrative Coordinators report to you directly while you report to the Chief Country Coordinator directly.

### **How To Apply**

No curriculum vitae is required. Fill out the application form and send it to [jobs@networkaid.org](mailto:jobs@networkaid.org) and copy [nnetaid@gmail.com](mailto:nnetaid@gmail.com) as an attachment with your name, country and position applying for at the subject (e.g. name\_country\_position).

**Deadline**

Open till Candidate is filled

**Contact**

Only shortlisted applicants will be contacted

For more information: [www.networkaid.org/work-with-us.html](http://www.networkaid.org/work-with-us.html)