

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 16th June 2013 that seeks to contribute to 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, integrity.

Network AID discourage all forms of social pressure, discrimination and social exclusion against illiterate women/girls, youths, persons with disability and deprived children. It receive and file complaint 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 inform 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 well-welfare of illiterate women/girls, youths, persons with disability and deprive children development and participation for a productive and corrupt free society.

Brief Role & Responsibility Finance & Administrative Coordinator

As 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 partners or donor records. analyze office processes and policies, develop creative solutions to administrative problems

Organized, analyze administrative exceptional communication and problem-solving skills in handle office duties and optimize office operations.

The ability to multi-task, provide excellent service, discretely handle sensitive information, prioritize and be a team player is a must. proficient 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 allowance/salary.

Requirement In Performing The Job

Experience

1. Minimum finance working experience is an added advantage
2. Experience and working knowledge on 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 organize and manage financial record and reporting systems
7. Experience in developing financial policies, template and financial reforecasting.

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 is 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 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 applicant resident or anywhere deem fit with official travel to other country programme 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 require. Fill the application form and send to jobs@networkaid.org and copy nnetaid@gmail.com as attachment with your name, country and position applying for at the subject (e.g. name_country_position).

Deadline

12th February 2024

Contact

Only shortlisted applicant will be contacted

For more information: www.networkaid.org/work-with-us.html