



Disability Rights are Human Rights... Recognize and Respect them

Job Advert

Issue Date: November 14, 2022

Disability Rights Advocacy Center (DRAC) is a Non-Profit Civil Society Organization that works to protect the rights of Persons with Disabilities (PWDs) and promote their inclusion in the Development Agenda.

With head office at Abuja and state offices in Benue, Kano and Anambra, we are currently managing multiple project portfolios focused on SGBV, SRHR, Inclusive education, socio-economic empowerment, political participation, assistive technologies and access to justice.

DRAC operates a dynamic and fast-paced work environment that provides employees with opportunities to grow professionally and explore their leadership abilities and potential. We are looking for a suitable and qualified individual to join our team and support our vision.

JOB LOCATION

DRAC Headquarters, Abuja

JOB TITLE

Finance Officer

Deadline for Applications:

5:00pm November 25, 2022

Method of Application:

Interested and qualified candidates should send via email, their CV and a Cover Letter explaining suitability and motivation for the job to:
careers.drac@gmail.com.

Note:

- Only Electronically submitted applications via email will be entertained and all application information should be contained in only One MS Word or PDF document. Documents in any other format will not be considered.
- Subject line of emails must clearly state the Job Title applied for.
- Applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted for follow up and interview.
- DRAC is an equal opportunities employer and particularly welcomes applications from young women and persons with disabilities who meet the above criteria.

Overall purpose of the position - The purpose of this position is to ensure that all accounting procedures for documentation of transactions of Funds Receipt and Disbursements are observed, and financial processes and reports are in line with policies of Disability Rights Advocacy Center (DRAC). To contribute to the provision of regular and detailed financial analysis report to inform management decisions.

MAIN DUTIES, TASKS AND RESPONSIBILITIES

Software Operation and Reporting

- Prepare payment, journal and receipt vouchers using the corporate accounting software-Quickbooks.
- Ensure that transactions are complete and accurate with self-explanatory and understandable description.
- Maintain good filing for all vouchers in a limit access area to ensure easy retrieval.
- Maintain a record of vouchers retrieved by staff and ensure that they are returned and filed appropriately.
- Support the monthly QUICKBOOKS closure processes.
- Print the monthly QUICKBOOKS reports for signing and appropriate filing.
- Ensure that the QUICKBOOKS balances of the advances account agrees with the sub-ledger balances.
- Contribute to the monthly financial report.
- Support program staff in making payments to participants during activities implementation.

Internal Financial Controls & Payments:

- Ensure that the documentation for payment is acceptable and accurate with all arithmetic calculations being correct.
- Approved payment request should be processed within one week of receipt.
- Prepare the withholding tax and VAT schedules where relevant before payment is done.
- Cancel (stamped PAID) all vouchers (payment, journal, and receipt) and its supporting documents to forestall re-use.
- Ensure all payment schedules and online banking transaction are prepared in a way that ensure accuracy and validation payment.
- Maintain case books, including providing update to Finance Coordination to prevent negative cash and bank balance.
- Release cheques to the right payee and ensure the appropriate receipts are issued and filed.
- Perform any other duties as specified by your supervisor(s).
- Petty cash management.

Advance Management:

- Prepare and maintain the sub-ledger for all advance (travel, purchase etc.).
- Ensure timely liquidation of staff advance and ensure that more than one advance is not given to staff at a time.
- Make available weekly to the finance coordinator a list of all un-liquidated advance and support with the follow up of these advances.

Financial and Other Reports:

Prepare DRAC monthly report schedule for the following:

- Prepare Expenses
- Accruals
- Assist in the Administration of staff payroll
- PAYE forms to relevant Government Organizations.
- Circulate monthly pay-slip to all staff.

EMPLOYEE SPECIFICATION:

1. A Bachelor's Degree with at a minimum of second class lower or Higher National Diploma in Accounting, Business Administration any related field.
2. A bookkeeping background
3. Four to five years' work experience including three years in similar position or at middle-management level
4. Excellent analytical, and communication skills
5. Team participation/playing qualities/experience
6. Computer Literacy, especially in Microsoft Excel and other computer packages e.g. Quickbooks
7. High level personal integrity and honesty
8. Auditing experience (planning and execution)
9. Ability to work well under pressure and meet deadline.
10. High level of energy and persistence