



# Vacancy Announcement (We are hiring)

## Background

The Leprosy Mission Nigeria (TLMN) is supporting the National Tuberculosis, Leprosy and Buruli Ulcer Control Programme (NTBLCP), who is the public Principal Recipient for Global Fund Tuberculosis and RSSH / C19RM Grants for the years 2024 to 2026 to recruit qualified candidates into her **Programme Management Unit (PMU)** as follows:

**Job Title:** Finance Manager RSSH Grant

**Reference Number:** TLMN/NTLCP (PMU)\_2023/FM-RSSH/001

**Location:** Abuja

## Job Summary

The Finance Manager will be responsible for handling all financial management in line with approved procedures and ensure prompt reporting of all SRs and implementers within the given deadline.

## Key Responsibilities

### Financial Compliance - Risk Management:

- Ensure effective operation of the internal controls system to prevent and detect fraud, misappropriation, and misapplication of funds.
- Ensure compliance with NTBLCP policies and procedures, donor guidelines, and best practices.
- Conduct periodic risk assessments and test whether the controls in place address the risks identified by the assurance provider.
- Recommend improvements to internal control system from time to time.
- Implement quality actions based on the recommendations following verification exercises by the donor and its assurance provider.
- Train and mentor NTBLCP staff on grant compliance issues to ensure compliance with NTBLCP and GF requirements.

### Financial Management and procedures:

- Monitor general compliance (by staff, Sub-recipient (SRs) and implementers) with NTBLCP and donor's financial and other guidelines.
- Ensure that NTBLCP financial guidelines are aligned with Government of Nigeria/donor guidelines from time to time.
- Provide proper oversight and regular capacity building to NTBLCP staff, SRs and implementers to ensure continuous compliance with best practices.
- Ensure safe custody of grant documents.

### Financial Compliance - Verification of Transactions:

- Ensure that all transactions are supported by adequate and original documentations.
- Ensure quality review of the payment processed to minimize audit and LFA findings.
- Conduct periodic cash count and surprise cash count.
- In consultation with the line Manager and relevant management units, review the existing process flow to ensure continuous improvement, timely processing of payments and reporting.



- Provide guidance to STBLCPs, SRs and implementers in developing budget plans, financial forecasts / disbursement requests and expenditure reports in a timely manner and with good quality.
- Ensure that there are controls in place to separate grants funds from other sources of funds.
- In conjunction with the rest of Finance Team, undertake regular financial verification visits to the zones and states to confirm the adequacy of supporting documentation, the accuracy of reporting and the adherence to NTBLCP policies and donor guidelines.

### **Financial Compliance - Accounting:**

- Ensure that books of accounts are kept, and reporting is done according to the NTBLCP Finance Manual and donor guidelines.
- Ensure that all transactions are appropriately coded and recorded so that the required data for the Annual Financial Report (AFR) and for Progress Update and Disbursement Request (PUDR) is generated automatically with minimal manual intervention.
- Ensure that monthly bank reconciliations and reviews of accounting entries are performed timely.
- Oversee the month-end close-out procedures performed in the accounting system and support the PR in conducting annual fixed asset verification.
- Monitor and report on measures taken by the STBLCP to ensure that the Grant funds under the Grant Agreement are free from truces, and duties imposed under the laws of Nigeria, as provided for in the Grant Agreement;
- Assist the Senior Finance Manager in ensuring maintenance of proper books of accounts for all financial transactions.
- Review transactions created by the Senior Finance Officer in FMIS before posting into the GL.
- Quality review of Pulse Check Report, Progress Update and Disbursement Request (PUDRs & PUs), SPGFS and other reports for Senior Finance Manager's final approval.
- Oversee appropriate and accurate filling of all transactional documents, financial vouchers and journals.
- Support training of Finance team.
- Review remittances of taxes due, WHT, Pension deductions and filing of tax returns to relevant tax authority within the time stipulated by Law, as prepared by the Senior Finance Officers.
- Monitoring and tracking of budget against expenditure and submission of monthly financial report by the 22nd of every month.
- Maintain accurate monthly financial reports for internal analysis and tracking purposes to the Senior Finance Manager.
- Provide technical financial support to NTBLCP in the development and preparation of budget for GF.
- Interact regularly with Unit Heads and PMU to provide updates on the project financial status and resolve any problems or issues associated with monthly expenditures and budget variances.
- Maintain an accurate list of projects accrued and committed expenditures as part of the quarterly cash flow management process.
- Other duties as may be assigned or deemed necessary by the Senior Finance Manager and Management.

### **Education and Work Experience Requirements:**

- HND / BSc in Accountancy / Finance or related discipline, with Masters degree.
- Professional qualification (ACA, CA, CPA / ACCA) is mandatory.
- Minimum of 8 years' financial / grants management experience, with at least 5 years in a supervisory role
- Demonstrated experience with donor funded grants. Specific experience in the Health sector and with Global Fund grants is an added advantage.



### Desired Competencies:

- Experience and knowledge of MOH financial and accounting procedures
- Knowledge in Finance and Accounts Management
- Excellent understanding of financial systems, procedures and relevant financial software applications
- Knowledge of the financial management requirements and policies of the Global Fund to Fight HIV, TB and Malaria
- Knowledge of IFR Standards
- Financial Management, Regulatory Framework, Financial modelling
- Business Acumen
- Inter-personal and Negotiation skills
- Stakeholder Engagement and Management
- Demonstrates expertise in Financial Information Data Analytics
- Research and investigative ability
- Data analysis and interpretation
- Proficiency in the use of Microsoft Office applications, i.e. MS Word, Excel, etc.
- Experience with Microsoft Dynamics (Navision) is an asset.

### How to Apply:

Interested and qualified candidates should click / follow this link to apply online:

<https://forms.office.com/r/v1wnZcVDz7>

Submit your “Cover Letter and CV in single file, saved with your name and job title” in Word format to:

[recruitment@ntblcp.org.ng](mailto:recruitment@ntblcp.org.ng)

### Application Closing Date

Monday, December 4, 2023.