



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 & Admin Officer - RSSH Grant

Reference Number: TLMN/NTLCP (PMU)_2023/FAO-RSSH/001

Location: Abuja

Job Summary

The Finance and Admin Officer will provide support to the Senior Finance Officers to ensure prompt review, posting, reconciliations and archiving of transactions both at the national and state levels of the Global Fund TB/RSSH/C19RM grant implementation.

Key Responsibilities

Finance:

- Ensure compliance with NTBLCP and donor policies and procedures, systems, and practices.
- Ensure that staff retirements and vendor transactions are promptly reviewed for accuracy with the approved budget and process for posting.
- Process advances due to staff for all activities implemented at the National and State levels, likewise implementers.
- Ensure proper review and prompt processing of all payments in line with The Global Fund/NTBLCP policies with appropriate original supporting documents.
- Review of expenditure retirements and raising of necessary journal voucher.
- Review of travel advances and authorization for accuracy and for further review by Senior Finance Officer.
- Ensure accuracy of the budget lines for all payments in the FMIS and ensure the timely payments of goods/services required by the Vendors, Sub Recipients and Implementing Entities.
- Appropriate and accurate filling and archiving of all transactional documents, financial vouchers and journals.
- Prepare monthly Bank Reconciliation on the FMIS.
- Work closely with FMOH and staff of implementing entities to build their capacity in financial management and archiving system.
- Undertake regular financial verification visits to the implementing entities to confirm the adequacy of supporting documentation, the accuracy of reporting and the adherence to NTBLCP policies and donor guidelines.
- Support the Senior Finance Officer in liaison with the internal and external auditors and follow up on any audit queries.
- Carry out the month-end closure process.
- Support the Senior Finance Officer in the preparation and submission of periodic financial reports to the management and donor.

Administrative:

- Coordinate travel arrangements for all RSSH Grant activities.
- Establish and maintain effective internal controls for inventory and store to ensure the ongoing availability of required office supplies.
- Support the HR Manager to supervise and direct office administrative personnel, including drivers, office cleaners, and other support staff for the grant.



- Oversee maintenance of Grant Inventories and Fixed Assets.
- Drafting of letters and keeping records of grant related meetings.
- And any other duties assigned by the supervisors.

Education and Work Experience Requirements:

- S/he must possess BSc in Accountancy/Finance or related discipline.
- Professional Certification (ACA or ACCA) is an added advantage.

Desired Competencies:

- Minimum of 4 years working experience, with at least 2 years in Grant management, or health sector of an NGO.
- Candidate with strong relevant financial management and years of experience can be considered.
- Experienced in financial transactions review and posting into FMIS preferably in Microsoft Navision would be an advantage.
- Experienced in reconciliations example bank reconciliations, General ledger reconciliations would be preferred.
- Experience and/or understanding of flow of funds and associated risks associated with Grant management would be an advantage.
- Strong analytical and problem-solving skills.
- Excellent technical, written and presentation skills are highly desirable.
- Ability to work as part of a team and to be self-managing.
- Must be computer literate with experience in an Accounting Package, MS Excel especially, with ability to use computer applications for data collection.
- Excellent interpersonal and team building skills.

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

Application Closes

Monday, December 4, 2023.