



# 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:** Senior Finance Officer - TB & RSSH C19RM Grants (3)

**Reference Number:** TLMN/NTLCP (PMU)\_2023/SFO/001-3

**Location:** Abuja

## Job Summary

The Senior Finance Officer will provide support to the Finance Manager to ensure prompt disbursement and reporting both at the national and state levels of the TB/RSSH and C19RM grant implementation.

## Key Responsibilities

### Accounting System Optimization:

- Ensure compliance with NTBLCP and GF policies and procedures, systems, and practices.
- Prepare quality Pulse Check, Progress Update and Disbursement Requests (PUDRs & PUs), SPGFS and other reports for Finance Manager review and Senior Finance Manager's final approval.
- Process advances to implementers.
- Tracking and reconciliation of staff, SRs and implementers fund / advance balances.
- Ensure proper review and prompt processing of payments.
- Collaborate with the implementing units to ensure timely reporting according to the signed MoU.
- Prepare payment schedule for review by the Finance Manager and Senior Finance Manager's final approval .
- Handling the timely preparation and remittances of taxes due, WHT, Pension deductions and filing of tax returns to relevant tax authority within the time stipulated by Law.
- Carry out high level review of adjustment journals, expenditure retirements, travel advances and authorization worked on by Finance Officers for accuracy.
- Review transactions created by the Finance Officer in FMIS before posting into the GL.
- Appropriate and accurate filling of all transactional documents, financial vouchers, and journals.
- Organize regular finance related capacity buildings.
- Preparation of required special purpose reports as at when due e.g. Dashboard Report to CCM, Government Report to OAGF, KPI, and so on.
- Carry out data integrity test on the FMIS regularly to ensure up to date/correct financial information which is report ready.
- Undertake regular financial verification visits to the implementers to confirm the adequacy of supporting documentation, the accuracy of reporting and the adherence to NTBLCP policies and donor guidelines.
- Follow up to promptly resolve audit queries.
- Carry out other duties that may be assigned by the Finance Manager and/ or the Senior Finance Manager.

### Finance and Programme units' relationship:

- Drive regular communication of grant performance (in understandable financial form) to various programme units at regular interval.
- Support the programme units to understand alternative use of available/idle grant fund and follow up to ensure prompt reprogramming of fund / budget revision.



### **Budgeting and Budgetary Control:**

- Play leading role in budgeting sessions during grant making.
- Play leading role in budget revision processes.

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

- S/he must possess HND/BSc in Accountancy/Finance or related discipline.
- Professional Certification (ACA or ACCA or related certification) is required.
- Minimum of 7 years working experience in Grant management, or health sector of an NGO.

### **Desired Competencies:**

- Experience in financial transactions review and posting into FMIS preferably in Microsoft Navision would be an advantage.
- 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 Office-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](mailto:recruitment@ntblcp.org.ng)

### **Application Closing Date**

Monday, December 4, 2023.