

## Preliminary Job Information

<b>Job Title</b>	<b>FINANCE COORDINATOR</b>
<b>Country &amp; Base of posting</b>	<b>NIGERIA, ABUJA</b>
<b>Reports to</b>	<b>DEPUTY HEAD OF MISSION SUPPORT</b>
<b>Duration of Mission</b>	12 months

## General information on the mission

### Context

**Première Urgence Internationale (PUI)** is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads on average 200 projects per year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 6 million people in 22 countries – in Africa, Asia, Middle East, and Europe. Following the intensification of the Chad Lake conflict in Nigeria (North East of the Country) and in order to respond to the health, food security, nutrition and livelihood needs, PUI opened its Nigerian mission in 2016.

### General Context :

With the largest population in Africa (between 178 and 200 million inhabitants), Nigeria is ranked as one of the strongest economy of the continent relying on oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from important development disparities between North and South provinces of the country, social and economic inequalities, and from a high rate of corruption at every level of the economic and administrative systems. Moreover, Nigeria is a very diverse country, hosting multiple ethnic groups and religion.

The on-going conflict in the North-East States of the country (states of Borno, Adamawa and Yobe) and widespread violence triggered a large scale humanitarian crisis. This context is exacerbated by the extreme violence from armed-opposition groups ISWAP (Islamic State's West Africa Province) and JAS (Jama'atu Ahlis Sunna Lidda'awati wal-Jihad) targeting civilian populations in NE Nigeria. In December 2019, there were 2 019 000 internally displaced persons (IDPs) in the country according to the UNHCR and 7.9 million people were considered to be in a humanitarian emergency situation. Three years of conflict have seriously deteriorated living conditions in Borno, Adamawa and Yobe States and have depressed agricultural production, exacerbating populations' critical needs for life-saving assistance.

### The conflict in the North-East

In 2001, the group called Boko Haram initiated social action and education activities in response to a corrupt state that leaves out a large part of the population. Over the years, the group began to carry out violent actions and to start a real armed rebellion against the government of Nigeria. In 2015, the Nigerian army received military support from neighboring countries (Cameroon, Niger, Benin and Chad) and a Western military coalition (United States, France, United Kingdom) to support their actions against armed-opposition groups in NE Nigeria. In August 2016, a schism was observed between JAS (Jama'atu Ahlis Sunna Lidda'Awati Wal-Jihad - the historical branch) led by the historical member of the group: Abubakar Shekau and ISWAP, the current Caliphate province in West Africa led by Al Barnawi, appointed by Al Baghdadi of Raqqa. Since then, the State of Borno has been under the influence of these two armed groups and civilian populations subject to extreme violence and the devastating consequences of the conflict.

Since 2015, the Government of Nigeria (GoN) and his allies in the Multinational Joint Task Force (MJTF) have retaken control of some of the AOGs' controlled areas, starting with Maiduguri MMC and others towns, but the conflict continues, reducing humanitarian actors' access to civilians. This large-scale violence in north-eastern Nigeria and on its borders is causing massive internal displacement, particularly in Borno State, and has resulted in one of the world's largest protection crises, in which civilians face serious risks to their lives, safety, well-being and human rights.

### Humanitarian consequences:

The armed conflict affected more than 14 million people, with 2 million forcibly displaced in the Lake Chad Basin region, and new displacement continues. Following the new conflict and military developments, several Local Governmental Areas (LGAs) of Borno State were deemed accessible to humanitarian aid by the Nigerian government. But outside of the capital cities, in the countryside, the security is not granted to the populations and to the humanitarian workers. Assessments conducted in newly accessible areas in Borno State revealed severe humanitarian and protection conditions. Still, many people remain inaccessible to humanitarian actors due to insecurity, particularly in Nigeria's Borno State and border areas of Cameroon and Niger.

In 2019, AOG's areas of influence increased, while military reach decreased in the Northeast, according to INSO. Many LGAs are empty because people have fled to towns where there is a military presence.

OCHA has estimated that 800,000 people are still in inaccessible areas; these are arguably the most vulnerable populations. About 55% of the displaced are children, and the number of women and child-headed households is increasing as male heads of household have either disappeared, been killed or are afraid to return to their families. Sexual and gender-based violence (SGBV) is prevalent, and many people have suffered the trauma of violent experiences. Given the active hostilities between various groups, reduced access to basic services, disruption of livelihoods and increased attacks by armed groups against civilians, internal displacement is not expected to slow down. Finally, given the recent deterioration in the overall security and humanitarian situation, further influxes into the security zones are still expected in the coming year. Millions of people in north-eastern Nigeria depend on humanitarian assistance for survival. Despite significant improvements in 2017 and 2018, the food security and nutrition situation remains fragile in the north-east, with almost 3 million people in the BAY states in need of food aid in September 2019. More than 5 million people are in need of health assistance, as two thirds of the health facilities in the BAY states have been damaged by the conflict. Basic survival needs are compounded by barriers to access and security.

Humanitarian access is often impeded or restricted due to ongoing hostilities, threats of attack, improvised explosive devices and unexploded ordnance, and impassable roads and bridges. The humanitarian community also faces movement restrictions imposed by parties to the conflict. Many areas in Borno State are considered high-risk areas for humanitarian actors, limiting access to vulnerable communities.

In determining the scale of the response for 2019 (over US\$1 billion in consolidated appeals), humanitarian partners agreed to focus on those states assessed as most affected by violent conflict, destruction of infrastructure, massive displacement, ongoing insecurity and related factors. The most critical areas in need of humanitarian assistance are in Borno, Adamawa and Yobe States, where millions of people are in urgent need of life-saving assistance.

This conflict and the lack of basic services that preceded it have created acute humanitarian and protection needs for those affected by the crisis, including refugees, internally displaced persons (IDPs) and local communities.

Recent studies reveal severe acute malnutrition rates and very high food insecurity for people in the north-eastern part of the country in Borno State. Some landlocked geographical areas may even face starvation.

## PUI's strategy/position in the country

The main programmatic objectives of the mission for 2021 can be synthesized as follows:

- Continue and further develop the response to urgent needs of IDPs and Host Communities living in Maiduguri, Monguno City and newly accessible LGAs through an integrated approach
- Develop knowledge, humanitarian and context analysis on areas outside North East, and develop integrated programs
- Develop a mid-term to long-term strategy for Maiduguri area, integrating livelihood approaches and exit strategies from emergency programming

## History of the mission and current programs

PUI has been present in the region for more than a decade, implementing projects in Chad since 2004 and in Cameroun since 2008. In Cameroon, PUI is implementing a project in response to Boko Haram -related displacement in the Extreme North, and in Adamawa. In early 2016, PUI has conducted an assessment in Maiduguri which confirmed the emergency of the humanitarian situation and the need for a rapid intervention in order to address primary needs of people affected by the conflict in this area, especially those who had not received any assistance.

The PUI Nigerian Mission has been officially opened in April 2016, with a focus on meeting urgent needs, including improving access to food commodities for Internally Displaced People (IDP) and host communities (HC), later adding Primary Health Care and Nutrition activities. PUI extended its activities in Monguno in 2018 mainly in Health, Nutrition and Protection with the support of BHA (ex-OFDA). The severity of the needs and the reduction of the humanitarian space make PUI positioning in Health and Nutrition crucial, especially in Monguno where PUI has taken some core activities from ALIMA after they closed their program there. At the end of 2020, PUI launched an exploratory mission along with INGOs colleagues in Zamfara State (North West) and has developed a strategy there.

## Configuration of the Mission

<b>BUDGET ESTIMATE 2020</b>	<b>15 MILLION EUROS</b>
<b>BASES</b>	<b>ABUJA (ADMINISTRATIVE OFFICE)MAIDUGURI (COORDINATION OFFICE), MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)</b>
<b>NUMBER OF EXPATRIATES</b>	24
<b>NUMBER OF NATIONAL STAFF</b>	450
<b>NUMBER OF CURRENT GRANTS</b>	3
<b>MAIN PARTNERS</b>	USAID/OFDA, USAID/FFP, WFP

<b>ACTIVITY SECTORS</b>	Food Security (Cash transfer) Early Recovery and Livelihood (inception phase) Health (Primary Health Care) Nutrition WASH Protection - Community Outreach
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## Job Description

### Overall objective

The Administrative and Financial Coordinator is accountable for the financial, accounting and budgetary management of the mission.

### Tasks and Responsibilities

- ▶ **Financial, budgetary and accounting management:** He/She is responsible for all aspects relating to finance, including budgetary and accounting elements, as well as the mission cash flow.
- ▶ **Relation with donors:** He/She will be in charge of budgeting the proposals, doing the donor financial reports and organizing the audits of the projects on the field.
- ▶ **Relations with auditors:** He/She supervises the audits on the field.
- ▶ **Representation:** He/She represents the association in its relations with partners, authorities and different local players for the financial, administrative, and legal areas of the mission.
- ▶ **Coordination:** He/She centralizes and diffuses information within the mission and to headquarters for all financial, administrative, legal aspects of the mission, and consolidates the internal and external reporting for these domains.

### Specific objectives and linked activities

#### 1. ENSURING SOUND FINANCIAL, BUDGETARY AND ACCOUNTING MANAGEMENT FOR THE MISSION

##### a. Financial

- ▶ He/She elaborates and updates monitoring charts to ensure the financial equilibrium of the mission and prevent risks. He/She analyses financial information, and shares his/her conclusions with the coordination team, the base managers and the appropriate technical managers, as well as with the audit manager at headquarters.
- ▶ He/She ensures the implementation and correct use of financial, accounting and budgetary procedures and management tools throughout the mission. He/She is responsible for briefing new expatriates and local employees on these rules and organizes ad hoc training when necessary.
- ▶ He/She ensures, amongst other things, that expenditure procedures are respected and implements an internal control system. He/She also participates in the validation of procurement files.
- ▶ He/She is responsible for financial audits on the mission and supervises the transmission to headquarters of the necessary documents and information within the framework of headquarters' audits.

##### b. Budgetary

- ▶ He/She pilots the development of the mission budgetary framework for the year, and monitors/revises it at regular intervals, such as defined with the audit manager at headquarters.
- ▶ He/She formulates project budgets within the framework of operations proposals (including budgetary narrative), respecting the procedures for each donor, in coordination with the coordination team and the appropriate field managers. He/She ensures therefore the cost coverage strictly linked to the proposed programs, but also to the fair distribution of mission operating costs throughout each project.
- ▶ He/She prepares each month the budgetary monitoring for each project, which he/she communicates to the appropriate players in the mission and headquarters within 15 days following the end of the month, and analyses with them any discrepancies between forecast and actual figures.
- ▶ He/She carries out budgetary projections at regular intervals in order to ensure the optimization of budgetary resources while respecting the eligibility and flexibility rules of each donor. He/She proposes where necessary budgetary adjustments, which could necessitate requests for contractual amendments. He/She takes into account the contractual timing required for presenting an amendment and ensures that all the documents are transmitted in due time to headquarters.
- ▶ He/She ensures, throughout each project, that funds are correctly attributed, respecting the contractual framework in terms of eligibility rules (date, nature and procurement procedures) and reporting intervals.
- ▶ He/She produces external financial reports for the donors that he/she transmits to the Head of Mission for transmission to headquarters with all the documents constituting the contractual report.

##### c. Accounting

- ▶ He/She supervises the accounting assignment of transactions, ensures that expenditure is correctly assigned and carries out the monthly accounting closure having carried out all the necessary controls. He/She then transmits the monthly accounts to headquarters in an electronic version as well as the paper accounting returns within 8 days following the end of the month.
- ▶ He/She is responsible for the correct archiving of accounting documents according to the rules established by headquarters.

##### d. Cash Flow

- ▶ He/She establishes the provisional cash flow with the teams and transmits to headquarters requests for transfers. He/She ensures that the amount of cash flow for the mission is sufficient for the requirements in the field over the period, taking into account possible donor payments carried out locally in these transfer requests to headquarters.

<ul style="list-style-type: none"> <li>▶ He/She is responsible for the bank accounts and funds for which he/she regularly controls the balances, and he/she organizes fund movements to the mission permanently mindful of the security of the transferred and stocked funds.</li> </ul>
<p><b>2. ENSURING THE CIRCULATION OF INFORMATION, COORDINATION AND REPRESENTATION ON FINANCIAL ISSUES</b></p> <ul style="list-style-type: none"> <li>▶ He/She ensures an efficient circulation of information to field, capital and headquarters teams.</li> <li>▶ He/She drafts or participates in the drafting of internal activity reports for everything dealing with financial, budgetary, accounting issues for the mission.</li> <li>▶ He/She ensures the finance coordination at mission level by regular visits to the bases, controls, monitoring, training, etc...</li> <li>▶ Externally, he/she represents PUI with tax and administrative authorities (Tax office, collection agencies...).</li> <li>▶ He/She also develops and maintains relationships with partner entities, particularly in the context of NGO coordination involving finance and donors.</li> </ul>
<p><b>3. SUPERVISING AND MANAGING THE FINANCE TEAM MEMBERS</b></p> <ul style="list-style-type: none"> <li>▶ He/She supervises all the finance team members, directly or not. He/She animates work meetings, arbitrates possible conflicts, and defines priorities and activity timings.</li> <li>▶ He/She participates in the recruitment of members of the finance department. He/She drafts and validates job descriptions and carries out or delegates performance appreciation interviews.</li> <li>▶ He/She ensures and/or supervises continuous development training for procedures and tools of PUI for local and international members of the finance department, at the capital and on the bases.</li> <li>▶ He/She supports the Base Managers in their finance activities, in a functional and non-hierarchical relationship.</li> <li>▶ He/She elaborates the finance department action plan according to the objectives defined in the annual mission program.</li> </ul>
<p><b>Focus on 3 priority activities relating to the context of the mission</b></p> <ul style="list-style-type: none"> <li>▶ Ensure PUI's tools and procedures in finance, accounting and cash management are understood and correctly applied in the new bases and all over the mission through close support and capacity building of the Finance/Admin staff</li> <li>▶ Follow up of the new budgets for 2018 according to the donors' feedbacks on the proposals, and consequently support the launching of the new projects in terms of Budget Follow-up, accounting settings, and cash monitoring</li> <li>▶ Follow-up and control the compliance of PUI Nigeria mission to legal requirements in close collaboration with the Logistics coordinator and HR coordinator accordingly (withholding tax, staff taxes, medical insurance, life insurance, etc)</li> </ul>
<p><b>Team management</b></p> <p>Number of people to manage and their position (expatriate/local staff)</p> <ul style="list-style-type: none"> <li>▶ Direct management: 1 finance officer in Maiduguri (national)</li> <li>▶ Indirect management: 1 admin capital in Abuja (national) + 1 finance manager in Maiduguri (international) + 1 administrative manager in Monguno (international)</li> </ul>

<b>Required Profile</b>		
<b>Required knowledge and skills</b>		
	REQUIRED	DESIRABLE
<b>TRAINING</b>	Financial/accounting management	Project management Human Resources Management
<b>PROFESSIONAL EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	X X X	
<b>KNOWLEDGE AND SKILLS</b>		Knowledge of institutional donor procedures (OFDA, ECHO, AAP, UN agencies...)
<b>LANGUAGES</b>		X
<ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (to be specified)</li> </ul>	X	
<b>SOFTWARE</b>		
<ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	X (Excel compulsory)	Saga

<b>Required Personal Characteristics (fitting into the team, suitability for the job and assignment)</b>		
<ul style="list-style-type: none"><li>▶ Good stress management</li><li>▶ Resistance to pressure</li><li>▶ Analytical capability</li><li>▶ Organized and methodical</li><li>▶ Reliable</li><li>▶ Strong sense of responsibilities</li><li>▶ Strong listening and empathy skills</li><li>▶ Ability to adapt, manage priorities and be pragmatic</li><li>▶ Diplomatic and with a sense of negotiation</li><li>▶ Good communication skills</li><li>▶ Honesty and rigor</li></ul>		



## Conditions

### Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

### Salary package

- ▶ **MONTHLY GROSS INCOME:** from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

### Costs covered

- ▶ **COST COVERED:** Round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING** in collective accommodation
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY:** 5 working days at 3 and 9 months + break allowance
- ▶ **PAID LEAVES POLICY:** 5 weeks of paid leaves per year + return ticket every 6 months