

JOB DESCRIPTION FOR THE POSITION OF A FINANCE OFFICER

Position: Finance officer
Start Date: January,2025.

About CAPRIGHTS:

Centre for the Advancement and Protection of the Rights of Vulnerable People (CAPRIGHTS-VP) is an Organisation borne out of passion for the cause of the vulnerable people particularly- women and children.

Our Vision

'A just and fair society where everyone is treated equally, respected and supported to live their lives to the fullest irrespective of the circumstances of their lives/situation they find themselves in'.

As we pursue our mission of empowering and positioning vulnerable people better to access resources open to them, we are seeking a dedicated and strategic finance officer to provide support to our finance department.

Job Requirements & Responsibilities:

- Maintain and manage all financial transactions, including income, expenditures, and donations.
- Prepare and present monthly, quarterly, and annual financial reports for senior management and board members.
- Ensure compliance with charity financial regulations and tax obligations.
- Assist in budget planning, monitoring, and controlling financial performance against budgets.
- Support the preparation and submission of annual accounts and liaise with external auditors.
- Manage bank accounts, perform bank reconciliations, and ensure proper recording of all transactions.
- Oversee cash flow management to ensure sufficient funds are available to meet operational needs.
- Process payments, including staff salaries, supplier invoices, and grant disbursements.
- Monitor and manage restricted and unrestricted funds, ensuring compliance with donor requirements.
- Prepare financial reports for funders, ensuring accurate tracking and reporting on project expenditures.
- Implement and maintain effective financial policies, procedures, and internal controls.

- Ensure accurate and secure financial records and maintain up-to-date ledgers.
- Improve efficiency of financial systems and suggest improvements where necessary.
- Manage the payroll process, ensuring timely and accurate payment to staff.
- Ensure compliance with relevant tax legislation, including VAT, payroll taxes, and other statutory deduction
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- Carry out any other duties that the Executive Director may delegate from time to time.

Qualification/Experience:

Bachelor's Degree in finance, accounting, business administration, or a related field is often required.

Experience:

1. Relevant Financial Experience:

3–5 years of experience in accounting or financial management, with at least 2 years of experience in the nonprofit or charity sector.

Knowledge of nonprofit accounting standards.

2. Grant Management:

Experience in managing grants and restricted funds, ensuring compliance with donor requirements and reporting standards.

3. Budgeting and Financial Planning:

Experience in preparing, analyzing, and managing budgets, including long-term financial planning.

5. Software Proficiency:

Proficient in accounting software (e.g., QuickBooks, Sage, Xero) and financial reporting tools used in the charity sector.

Other Skills:

Attention to Detail: Ensuring accuracy in financial reporting and compliance with regulations.

Analytical Skills: Ability to interpret complex financial data for strategic decision-making.

Communication Skills: Effective in explaining financial information to non-financial stakeholders.

Integrity and Ethics: High level of personal integrity due to the nature of managing funds in a nonprofit setting.

Optional but Beneficial Experience:

Experience in fundraising or working with development teams to maximize revenue.

Understanding of audit processes and working with external auditors.

Candidates residing within Alimosho area of Lagos State are strongly encouraged to apply.

Please submit a resume to caprights.vprecruitment@gmail.com

