

## 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](mailto:caprights.vprecruitment@gmail.com)

