

Job Description

Job title	Finance and Administrative Officer, Technical Assistance for Layering High Impact Interventions on G-ANC/PNC Platform for Improved Maternal and Newborn Outcomes Programme
Department	Programmes
Location	Kano, Nigeria
Reporting to	Senior Finance Officer
Responsible For	N/A
Liaison with	<ul style="list-style-type: none"> • Options Staff • Consortium Partners • Project Participants
Hours	Full time
Type of contract	Fixed Term
About Options	
<p>We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions, and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own work making choice possible around the world.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
Our values	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> • Our expertise delivers sustainable impact. • Our work generates profit with a purpose. • Through growth and learning, we find new ways to solve complex problems. • We act with integrity, always. 	

- We are building a truly equitable workplace.

About the Programme

Despite progress, work is still needed to improve key RMNCAH indicators and outcomes in Kano. To help achieve this, Kano adopted the Group Antenatal Care (GANC) model and scaled it up to 484 primary health care facilities (PHCs) across 44 local government authorities (LGAs) with promising results.

The purpose of this programme is to provide technical assistance to the State Ministry of Health and State Primary Health Care Development Agency to transition their ANC delivery platform across primary health care facilities to the GANC model and to use this model as a platform to upscale high impact interventions along the MNH continuum of care.

The programme has been awarded by Technical Advice Connect (TACConnect) and will run from February 2024 to February 2026.

Main purpose of job

To provide finance and administration support to the project. He/she will play a key role in the operation of the project. The Finance and Administration Officer will have responsibility for financial administration, including the day-to-day financial management, as well as undertaking general admin tasks under the guidance

Note: All levels of position in the organization assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

Financial management

- Support budgets and expenditures monitoring and contribute to budget planning and revision project budget.
- Ensure the financial transactions are authorized, recorded, filed with adequate supporting documentation, and maintained.
- Ensure supporting documents are completed based on agreement and technical guidelines.
- Provide technical assist to programme staff with travel expenses and working expenses reimbursement/settlement.
- Assist programme and operations for requisition submission as needed.
- Support line management to prepare budget monitoring and analysis for all pledges under operations, including accrual report.
- Support the audit process and ensure timely preparation and submission of financial records.
- Responsible for managing the office petty cash flow for project operations and ensuring timely preparation of the petty cash financial report, along with other required report analyses.

Administration

- Ensure compliance with all Options policies, donors' regulations, and Nigerian laws in all project dealings.

- Ensure preventive/routine maintenance of the general office, equipment, and vehicle(s) is carried out in a timely manner. Also, facilitate the renewal of vehicle licenses as and when due.
- Provide adequate administrative support for the programme operations.
- Responsible for all logistic arrangements for implementing project activities.
- Coordinate vehicle usage, drivers' logistics, and documentation, and line-manage the Office Driver.
- Support the procurement officer in project procurements and facilitate excellent vendor management to build and maintain strong relationships with service providers.

Filing system and record keeping management:

- Ensure there is a Standardized filing system applied through the project operations.
- Ensure the filing system (hard and soft files) are in compliance with already laid down procedures in HQ on a monthly/quarterly basis.
- Keep track of all admin documents including registration all internal & external correspondence and records updated.
- Responsible for proper record keeping of programme/operations admin activities, in sync with the HQ system flow.
- Ensure good and clear communication, knowledge and information sharing mechanism with project staff.

Safeguarding

- To act as a safeguarding focal person within Options, seeking to improve and drive the organisational culture such that a safeguarding mindset becomes embedded.
- Ensure that the name and contact details of the Safeguarding Focal Point are made available so that people know how to raise a concern/where to seek advice.
- To act as one of several points of contact for concerns regarding safeguarding incidents at country and/or programmatic level, and to raise those concerns to the Director of Global Health and the Assistant HR Director.

Perform any other duties assigned by the line management related to finance and administration.

Key skills

- Strong administration and organizational skills, good time management
- Excellent communication skills
- Collaboration and teamwork.
- Excellent customer service skills

Key experience

- Minimum 3 years of relevant work experience in financial management and program administration.
- Experience on NGO programs will be considered an asset.
- Excellent excel and Microsoft office skills is a must, especially for functions relevant to financial management and accounting.
- Excellent Quick Books expertise will be considered an asset.
- Must be conversant with financial and accounting terminology.

- Good time management skills and ability to work in fast-paced environment.

Formal education/qualifications

- BSc in accounting, finance and administration, or a related degree

Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

For this role, we're looking for an individual who is:

- Dynamic and creative with the ability to show initiative.
- A team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Result focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates Options' team member behaviours and professional self-development.

Other essential requirements:

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice).
- Commitment to equal opportunities.
- A commitment to the programs and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.
- Fluency in written and spoken English.

Please note: this position is contingent upon funding being awarded to Options.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:

Date:

Version History (For HR use only)	
Date JD reviewed by HR team member:	