



A private, nonprofit
organization providing
development and emergency
assistance to Africa
since 1970.

DIRECTOR, FINANCE AND OPERATIONS - NIGERIA

Africare is an independent, non-profit organization working to improve the quality of life of the people in Africa. Since 1970, we have worked in partnership with Africa to build sustainable, healthy and productive lives and communities, lending our voice to African development and policy issues. Headquartered in Washington, DC with an international staff of over 1200 working in 20 countries, Africare is a leader in aid to Africa as well as the largest non-governmental organization working exclusively in Africa. Because Africare *specializes* in Africa, our staff and other supporters bring superior technical skills, as well as a deep emotional commitment to Africa's people, heritage, current challenges and future potential. *This position is based in Nigeria.*

Role:

Africare is seeking a Director of Finance and Operations for a USAID program based in Nigeria. The Finance Director is accountable to USAID through the COP for grant management and reporting on grant performance. The Finance Director will provide financial and technical management to ensure best use of resources by preparing sound budgets, monitoring project expenses, and ensuring timely preparation of donor financial reports.

Responsibilities:

- Provide leadership to staff and assist with developing and maintaining an environment of high-quality service and performance.
- Maintain spending at budgeted levels through proper monitoring and review processes, including tracking and reporting on cost-sharing commitments made in the cooperative agreement.
- Establish long-range plans and implement short-range goals to further develop finance and operations procedures in line with Africare's policies.
- Ensure accuracy, consistency, completeness and compliance with relevant accounting standards and financial policies.

Requirements:

- Minimum University degree in accounting, economics, management or related field; Masters degree preferred.
- Minimum ten years experience in both financial and grants management including supporting sub grantees with substantial funding from USAID and other funders.
- Experience managing grants of over \$25 million.
- Donor project management experience and demonstrated knowledge, understanding, and experience with USAID budgeting, grant accounting, funding cycles, and US government grant regulations and financial reporting requirements.

Africare offers a competitive salary along with an excellent benefits package.

How to Apply:

Applications should include a resume and cover letter. In the cover letter (of no more than two pages in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

Please send CVs to techservicesjobs@africare.org, including "**Finance Director**" in the subject line.

This position is opened until 21 October 2011. Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.