

## JOB VACANCY

The Friedrich-Ebert-Stiftung (FES) is the oldest German political foundation. Founded in 1925, FES is a private, not-for-profit organisation committed to the values of social democracy. The FES work towards the promotion of freedom, solidarity, and social justice. FES pursues these aims through its programs of political education, international cooperation, scholarships, and research both in Germany and internationally. FES maintains more than 100 offices worldwide, of which 24 are located in Africa. The Nigeria Office (now in Abuja and Lagos) began operation in 1976. As a non-profit institution, we organise our work autonomously and independently. We partner with Nigerian Civil Society Organisations, Government and labour market institutions.

For more information, please consult the web pages [www.fes-nigeria.org](http://www.fes-nigeria.org) and [www.fes.de](http://www.fes.de).

**Job Title:** Accounts/Project Assistant

**Location:** Abuja, Nigeria

**Job Duration:** Project duration until 28 February 2022

### Duties and Responsibilities

Under the supervision of the Account and Finance Officer will carry out the following tasks:

- Use specific integrated system of accounting and financial reporting
- Prepare monthly and activity account for an EU project
- Control and reconcile activity account
- Assist Financial Officer in cash flow check
- Assist Resident Representative in replying to audit queries
- Prepare request for funds from HQ with Resident Representative
- Assist in preparing withholding tax schedule and handling other tax matters
- Organise financial and accounting office files.
- Assist in the oversight of the annual budget and preparation of budget projections and monitoring of budget
- Monthly Monitoring of diesel and fuel consumption
- Maintain accounting controls by ensuring strict compliance of FES and European Union policies and procedures.
- Function as a first base auditor for the EU project
- Assist the finance officer with procurement
- Prepare financial report
- Assist the programme managers in the planning, preparation, implementation and follow-up of activities in the fields of Promotion of Democracy, Security Sector Governance;
- All other responsibilities related to accounting and financial implementation of programmes

## Required Skills and Experience

**Education:** A minimum of a University Degree in Accounting

### Skills and Experience:

- Good knowledge of Accounting, Corporate Finance and reporting skills
- High attention to detail and organisational skills
- Confidentiality and integrity
- Experience with EU Accounting Rules will be of added advantage
- Data entry and time management skills
- At least 1 year work experience in an accounting role
- Previous experience working with a Non-Profit Organization is a very strong advantage
- Proficient in the use of windows 8 or higher, advance knowledge of office software packages (MS Word, Excel, etc.)
- Very good communication skills
- Experience or proven interest in the topics of Democracy Promotion, Security Sector Governance and Climate Change is an asset;

Interested candidates should combine their cover letter (one page) and curriculum vitae (two pages maximum) into one PDF document and send to [jobs.hr\(at\)fes-nigeria.org](mailto:jobs.hr(at)fes-nigeria.org) not later than 20th of August 2021 at 11:59 pm. The cover letter should be addressed to the 'Resident Representative' and the subject of the email should clearly say the title of the post, Accounts / Project Assistant'.

We will automatically reject applications that do not conform to the instructions above or received after 20th of August 2021.

Please note that only short-listed applicants will be contacted

Signed  
Resident Representative