

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 promoting 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 over 100 offices worldwide, of which 24 are 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 several Nigerian Civil Society Organisations, Government and labour market institutions.

For more information, please consult the web pages <https://nigeria.fes.de/> and www.fes.de.

Job Title: Accounts/Project Assistant

Location: Abuja, Nigeria

Job Duration: 4 months.

Background: Support administrative, operational and programme tasks and ensure high quality and precision of work.

Duties and Responsibilities

Under the supervision of the Accounts and Financial Officer, the Accounts/ Project Assistant will conduct the following tasks:

- Use specific integrated system of accounting and financial reporting.
- Prepare monthly and activity account for the Regional Project on Democratic Participation as a Contribution to Stabilization in Africa's Conflict Regions.
- 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 project.
- Assist the finance officer with procurement.
- Prepare financial report.

Required Skills and Experience

Education: A minimum of a University Degree or equivalent in a relevant field

Skills and Experience:

- Good knowledge of Accounting, Corporate Finance and reporting skills.
- High attention to detail and organisational skills.
- Confidentiality and integrity.
- Experience with 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** titled as '**Name Surname**' and send to jobs.hr@fes-nigeria.org not later than **26th July 2022 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 **26th July 2022**.

FES shall contact only short-listed applicants.