

Job Title: Accounting Officer

Location: Abuja, Nigeria

Reports to: Finance Controller

About TechnoServe:

Everyone deserves the opportunity to build a better future. This simple idea has been at the heart of [TechnoServe's](#) work around the world for over 50 years. TechnoServe is a pioneer in leveraging the power of business and markets to create sustainable pathways out of poverty.

The low-income communities in which we work are full of enterprising people. Their small-scale farms and businesses are the keys to economic development. But they face many challenges: low literacy, lack of access to jobs and markets, unpredictable political dynamics and, increasingly, the effects of climate change. For many women and young people, the challenges are even more daunting. Working with TechnoServe staff, people around the world are lifting themselves out of poverty. The results are amazing...when incomes increase and living conditions for families get better, they are able to access health care and education previously out of reach. Communities and even whole countries are better off.

Job Summary:

Reporting to the Finance Controller, TechnoServe Nigeria, the Accounting Officer being a junior-level position is a dynamic and agile part of the finance department that will play a key role in providing accounting support for the organisation alongside the PRiFN project in an efficient and compliant manner, ensuring compliance to TechnoServe, the donor and statutory policies, processes and regulations.

Primary Functions & Responsibilities:

Accounts Payable

- Review of procurement requests ensuring compliance with procurement policies, donor policies and country regulatory bodies
- Processing procurement approvals by raising payment vouchers and facilitating wire transfers
- Processing accurate and timely transaction information into TechnoServe's accounting system. Checks and code expenditure (travel advances, imprest and purchase requisition)
- Maintain financial documents filing system both physical and electronic
- Work with the Senior Finance Specialist to implement a grant tracking/monitoring system, monitoring grant expenditures in order to identify any irregularities.

Compliance

- Filing of all tax deductions and support obtaining of tax clearance certificate for the organization
- Keep up to date with regulatory changes
- Support audit both organization and project audit
- Work with Senior Finance Specialist in ensuring compliance with Nigerian tax laws

Others

- Support in preparing schedules for monthly financial close including monthly financial reports to the donor for the PRiFN Project
- Review all reconciliations and ensure completeness and compliance for the PRiFN Project
- Support GL reconciliation for accuracy and early error detection
- Participate in internal and external audits by providing auditors with accounting documents as requested and provide explanation for audit queries
- Perform other related tasks as may be assigned by the Senior Finance Specialist

Basic Qualifications and Experience:

- Bachelor's degree in Accounting, Economics or related field with minimum of 2 years' experience, alternatively 4 years' experience in the field of finance.
- Experience should include being conversant with donor financial reporting.

Preferred Qualifications:

- Experience with donor-funded projects, most especially the UN
- Demonstrated ability to manage and prioritize multiple tasks with competing deadlines

Knowledge, Skills and Abilities

- Strong sense of collegiality, integrity, resourcefulness, and accountability for results.
- Strong interpersonal and communication skills.
- An ability to think critically and elevate risks to management.
- A creative and entrepreneurial approach to resolving problems.
- Advanced-level knowledge of Microsoft Excel, and basic functional knowledge of field accounting software packages.

Travel - Minimal

Supervisory Responsibilities – None

Closing Statement:

We encourage all qualified individuals who share TechnoServe's vision of improving the lives of others through proven business solutions to apply.

With our commitment to diversity, we are proud to be an equal opportunity employer and [affirmative action employer](#) and do not discriminate on the basis of gender, race, color, ethnicity, religion, sexual orientation, gender identity, age, HIV/AIDS status, protected veteran status, disability and all other protected classes.

We are also proud of our commitment to protecting staff, partners, and beneficiaries from abuse and exploitation and thoroughly vet all final candidates through rigorous background and reference checks.

If you have a disability that affects your ability to use our online system to apply for a position at TechnoServe please contact the Human Resources at recruitment@tns.org or call +1 202 785 4515.