



GLOBAL PEACE DEVELOPMENT VACANCY ANNOUNCEMENT

Global Peace Development (GPD) is a Non-Governmental Organization (NGO) founded in April 2002 and focuses on promoting peace for development in Nigeria. The organization envisions a country where peace and development is enjoyed by all. GPD seeks to build peace and foster democracy and good governance at the community, local, state and national levels to catalyse sustainable development. Our core Programme areas include Gender Equality, Conflict Prevention and Peacebuilding, Democracy and Governance, Environment and Community Health and Sustainable Development. GPD operates actively in 4 out of the 6 Geopolitical Zones of Nigeria disaggregated as; North Central Geopolitical Zone: Nasarawa State, North East Geopolitical Zone: Adamawa and Taraba State, North West Geopolitical Zone: Kaduna State, South South Geopolitical Zone: Edo, Cross River, Rivers, and Delta States

We are recruiting to fill the position of **Finance Manager- Delta State**

Job Summary

- The Finance Manager will work closely with Accountants in GPD focal states, he/she has the responsibility to protect the financial integrity of the organization with enforcing appropriate accounting and financial procedures and policies
- Providing timely and accurate financial data to enable project planning and decision
- Preparing budgets for drafting of proposals
- Meeting the external reporting and audits requirements

Major Responsibilities

- Oversees financial record keeping; controls and reconciles documentation, uploads financial information in software (QuickBooks)
- Give a clear picture of financial position of projects with reports on donors' budget adherence

- Meets external reporting deadlines; prepare budgets and report with exactness and compliance
- Maintains healthy financial practices
- Acts as a focal point during audits

Mandatory Requirement

- B.Sc /HND in Accounting
- At least 2 years of post-qualification experience in similar position within NGO sector
- Professional Accounting Qualification; ACA/ACCA/ANAN
- Proficient in the use of accounting software systems (QuickBooks), reporting tools and excel
- Fluent in English
- High attention to detail and accuracy

Key Personal Competencies:

- Well organized and capable to deliver work in tight deadlines
- Excellent interpersonal skills
- A good listener
- Team player
- Effective communicator

How to Apply

Application closing date November 20th, **2021**.

Interested and qualified candidates should send their applications, which should include the following;

- Cover letter specifying how you meet the mandatory requirements (1 page minimum)
 - Up to date CV
- To: info@globalpeacedev.org

Please note, only shortlisted candidates will be contacted for interview