



VACANCY: PROJECT FINANCE COORDINATOR

AN OVERVIEW

Established in 1949, SOS Children's Villages is a dynamic social development international organization working globally to meet the needs and protect the interest and rights of orphaned and vulnerable children. In Nigeria, SOS Children's Villages was established in 1973 after the civil war as an affiliate of SOS Children's Villages International which is a federation of over 130 SOS Children's Villages Associations world-wide. We build families for neglected, abandoned or orphaned children, we help them shape their own futures and we share in the development of their communities. In fulfilment of our expansion project, we urgently require skilled individuals to fill the following vacancies for a project.

The project aims to enhance the childcare and protection system in Borno, Edo, and Plateau States, as well as at the national level, by implementing the Child Rights Law and Quality Alternative Care Guidelines, while also reducing child abuse and exploitation through strengthened state protection structures and community safety nets for vulnerable children.

The eligible candidate is required to possess the under listed skills in addition to role specific requirements.

- Understanding the NGO/INGO sector.
- Excellent understanding of children's rights and child protection issues.
- Awareness and basic understanding of issues affecting orphans & vulnerable children, such as the causes of vulnerability (e.g. HIV & AIDS, gender discrimination, poverty, etc.), local and national responses, etc.
- Excellent command of written and spoken English – other languages, an asset.
- Strong analytical and reporting skills, including ability to identify problems and possible solutions, and ability to clearly reflect these in a report.
- Good communication skills and People development skills, including facilitation, coaching and mentoring skills, to build the capacities of co-workers from partner organizations; as well as of children and their care-givers, and other community members.
- Collaboration skills, being driven to work with others and able to build strong working relationships community members and groups.
- Fluent in at least one of the local languages spoken in the Programme's target communities.
- Ability and willingness to travel as required within and between project/programme locations.
- Ability to work successfully in a cross-cultural, team-based environment.
- Strong use of MS Office Word, Excel and PowerPoint, Office 365.

JOB DESCRIPTION

The Project Finance Coordinator will be responsible for maintaining accurate financial records and bookkeeping for specific projects. This role encompasses the timely recording of transactions, payments, expenses, and the processing of invoices. The ideal candidate will ensure financial integrity by managing project finances effectively, including following up on overdue payments and ensuring that all invoices and payments are accurately matched.

Key Responsibilities:

The selected financial professional will be responsible for:

1. Financial Record Keeping:
 - Maintain up-to-date and accurate financial records for the project, ensuring that all documentation is organized and accessible.
 - Record daily financial transactions, including payments, receipts, and expenses in the accounting system.
2. Invoice Management:
 - Process and validate incoming invoices, ensuring compliance with project guidelines and approval processes.
 - Maintain an organized filing system for all invoices and relevant financial documentation.
3. Payments and Follow-Ups:
 - Execute timely payment processing for all approved invoices, adhering to project timelines.
 - Follow up on overdue payments with clients, vendors, and stakeholders to ensure timely collection.
4. Financial Reconciliation:
 - Regularly reconcile project accounts to ensure that all financial records align and discrepancies are addressed promptly.
 - Ensure that project invoices match the corresponding payments and maintain accurate records of any variances.
5. Reporting:
 - Assist in the preparation of financial reports, contributing to budget monitoring and forecasting efforts.
 - Provide regular updates on the financial status of the project to stakeholders and management.
6. Compliance and Internal Controls:
 - Ensure compliance with financial policies, procedures, and accounting standards within the project framework.
 - Assist in audits and follow up on any financial discrepancies or issues identified during auditing processes.
7. Collaboration and Communication:
 - Work closely with project managers, team members, and finance department to facilitate smooth financial operations.
 - Respond to inquiries related to project finances from team members and external stakeholders.
8. Continuous Improvement:
 - Identify opportunities for improving financial processes and efficiencies in project financial management.
 - Participate in training and development opportunities to enhance financial management skills and knowledge.





9. Data Confidentiality: Understanding data confidentiality principles is compulsory. Treat donor information gathered confidential and secure.

10. Safeguarding Policy: Support in ensuring that all tasks are in compliance with the Safeguarding Policy Implementation in the Organization.

Qualifications:

- Bachelor's degree in finance, Accounting, Business Administration, or a related field.
- Proven experience in project finance, bookkeeping, or a similar role.
- A Project Management Professional (PMP) certification would be an added advantage.
- Strong understanding of financial principles and practices.

Skills and Competencies:

- Excellent attention to detail and strong organizational skills.
- Proficiency in financial software and Microsoft 365 accounting tools, including MS Office Suite (particularly Excel), would be considered an added advantage.
- Strong analytical and problem-solving skills.
- Effective communication and interpersonal skills.

Application Details

Interested candidates should submit their CV and a cover letter on or before March 14, 2025, outlining their relevant experience and motivation for applying.

SOS Children's Villages is committed to creating and maintaining a caring and protective environment, which promotes its core values, and prevents and addresses all forms of abuse and exploitation. We strongly condemn all forms of child abuse and exploitation, be it within or outside of our organization, and always respond to any case of proven, alleged or attempted abuse within our sphere of influence according to its nature.

SOS Children's Villages is committed to creating and maintaining a safe working environment for our staff, the children and young people and the communities that we work for. The organization prohibits harassment, exploitation and abuses by or of any employee, supervisor, manager, child, young people, community, contractor, applicant, or other individual with whom SOS Children's Villages employees come into contact by virtue of their work. All employees are expected to carry out their duties in accordance with our prevention and protection against Sexual Harassment, Exploitation and Abuse policy.

In addition, SOS Children's Villages apply a zero-tolerance concerning any fraud situation. The organization does not charge a fee at any stage of the recruitment process.

All successful candidates will be required to undergo background checks.

