

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
Job Profile of Director, Finance & Admin.

Title of the position: Director, Finance & Admin.	Location of the job (Department & Division): Finance & Administration Department
Number of subordinates: 10	Reports to: Executive Secretary
Mission/ Core purpose of the job (short description)	
To provide qualitative support services to the company's operations through effective implementation of business policies and procedures governing finance and administration. To ensure effective and optimal utilization and allocation of resources to all arms of the business.	
Key performance area Core, essential responsibilities/ outputs of the position (KPA's)	
Role complexity: <ul style="list-style-type: none"> • Develop operational policies and procedures in line acceptable industry practice. • Define overall operational plan for the management of the day-to-day support related issues. • Manage cross-functional relationships with other departments and units. 	
Task complexity: <ol style="list-style-type: none"> 1. Internal Controls: Ensure required financial documents exist & remain current, including, Fixed Asset Register, Delegation of Authority policy, Risk Register, Conflict of Interest Register, & Cash & authorisation limits. Review and update Administrative procedures and Accounts Manuals. Ensure NEITI Assets are adequately safeguarded. Report to Executive Secretary any financial irregularities. 2. Finance Systems: Develop and/or improve financial information systems. Ensure all appropriate persons are able to use the organization's accounting systems. Ensure all data is accurate, complete and relevant for NEITI, donor and budget holder information requirements. Ensure the Local Area Network (LAN) is properly administered. 3. Policy & Procedure: Implement financial management policies and procedures, and develop tools and systems ensuring compliance with NEITI's overall policies & external donor requirements. Liaise with bank and government finance, tax and legal departments and ensure compliance with their finance & admin procedures. Implement changes in financial management or 	

accounting practice recommended by regulatory bodies. Perform accountant's monthly and quarterly checklists and action any necessary points. Ensure implementation of policies and control systems for purchases, stores, inventory and other assets.

- 4. Cash Management:** Develop systems to ensure funds are always available for NEITI and are within minimum and maximum limits and that cash is secure. Manage transfers between NEITI and other stakeholder. Keep cash tracker information up to date and ensure it reflects in country income accurately. Monitor funding and cash flow and report monthly and or as required to relevant funding organizations
- 5. Budgeting/ Budgetary Control:** Co-ordinate the annual fiscal planning process for the Organization. Provide budgets for in country income proposals to external donors. Review compliance of actual expenditure in line with donor requirements. Interpret and analyse actual results against budgets & feedback to budget holders with advice and recommended actions if necessary for both NEITI and donor funded budgets. Provide financial input in negotiations with external donors for in country funded projects.
- 6. Reporting:** Produce financial reports to external donors for any in country income. Maintain a spreadsheet of in country income contracts to include reporting and cash flow timelines. Review Account Team Leader's reports and use as basis for budgetary control analyses. Present results and any recommended actions to NSWG. Lead the financial year end reporting process. Review monthly, quarterly and annual country accounts reports for Management and NSWG.
- 7. Audit:** Facilitate and co-ordinate the external audit. Lead the development of action plans based on both external and internal audit recommendations and monitor progress on achievements.
- 8. Establish linkages between NEITI Nigeria, NNPC, DPR, OAGF, FIRS and the Oil Revenue Unit in the Federal Ministry of Finance, and international oil companies**
 - Support the coordination of extractive industry's audit by liaising with relevant stakeholders
 - Oversee Technical Assistance associated with NEITI including: identifying

<p>needs and funding sources; drafting TORs; formulating/managing requests; monitoring implementation; reporting on outcomes</p> <ul style="list-style-type: none"> • Manage NEITI linkages with international stakeholders and initiatives (eg NEPAD, G8 Transparency Agenda etc) and keep international community up to date on progress • Organise NSWG monthly meetings and the six-monthly networking and knowledge-sharing workshops, from a technical and a public relations angle; • Planning the financing strategy for NEITI: identify funding requirements and sources, donors' procedures and plan ahead so as to access resources without delaying activities • Planning and implementing key capacity building activities in specific agencies (e.g. FIRS) especially as far as coordination of technical inputs is concerned • Oversee the provision of technical assistance to the NEITI in the procurement of consultants & professional services and goods • Monitor and evaluate the performance of team members • Ensure compliance with defined operational guidelines • Conduct routine assessment of team member 's competency and recommend for training programs to address identified gaps • Provide clear interpretation of departmental goals and individual roles • Understand and manage team's part in the accomplishment of overall goals and objectives of NEITI. • Co-ordinate day-to-day financial and administrative activities of the organization. • Perform other duties as may be assigned from time to time by the CEO
<p>Supervisory / Leadership / Managerial Complexity:</p> <ul style="list-style-type: none"> • Overall supervision of the operations of the finance & administration division. • Define service value proposition. • Align with NEITI brand values. • Recruitment of the necessary resources and the development of a strong team culture to ensure that world class standards can be achieved. • Manage synergy between business needs and the division. • Manage the conflicting requirements of providing an optimum service to both internal and external customer 24 hours a day. • Manage the complexities of the interaction between the multitude of technologies and services

Creativities (improvement/ innovation inherent):

- Effectively re-engineer existing processes to reflect industry standard
- Identification of new opportunities for increased efficiency and effectiveness
- Complete re-engineering and re-modeling of existing process to address inherent anomalies.
- Opportunities for increased customer retention
- Significantly up grade teams performance in line with the overall company strategy

Vulnerabilities (control span)

- Entrenched silo culture and resistance to integration of processes
- Communications & Technical Divisions not keeping Admin & Finance Division updated with new developments within the business
- Slow recruitment process and the necessary support structure for staff – broad geographical areas.
- Staff that are not used to high service ethic.
- Under researched industry
- Service level defaults
- Staff expectations not matching reality on ground
- Interdepartmental dependencies

Collaboration**Responsibility towards:**

- **Direct report:** 2 team leaders, 1 logistic officer, 1 IT system admin officer, 1 HR officer, 1 procurement officer, 1 account assistant, 1 office assistant, 1 clerical officer & 1 Massinger.
- **Matrix report:** None
- **Key customer:** Company's staff
- **Key supplier:** 3rd party vendors
- **Relations:** Other divisions/departments/units

Discretionary space**Independent thought and Judgment:**

- Deployment of resources
- Definition of processes, policies and operating frameworks.
- Identification and elimination of inefficiencies

Minimum Requirements**Education:**

- Degree in Accounting, Finance, administration. Possession of ACCA, ACA or any other relevant accounting professional qualification is required. Possession of an MBA will be an advantage.

Experience:

- Minimum of 10 years administration & financial management experience out of which 5 years should be top supervisory level.
- Previous exposure to a supervisory industry and how admin & financial processes can be integrated into service strategies

Training:

- Advance financial management
- Advance taxation management skill
- Donor reporting
- People Management

Competencies**Knowledge:**

- Customer Relations
- Budgeting and budget control
- Relationship Management
- Credit Management
- Inventory control and management
- Systems Use and Operation
- Various approaches to customer care
- Knowledge of training strategy and approaches
- NEITI Policies & Procedures

Skills/ physical competencies:

- Business acumen
- Financial skills
- Designing and developing high level business processes and tactical approaches
- Develop technical road maps for the future.
- Negotiation skills
- Interpersonal skills
- Planning Skills
- Change Management
- Problem Solving skills
- Communication skills
- Facilitation Skills
- Strategic Thinking

Behavioural qualities:

- Interpersonal skills.
- The ability to effectively communicate will be a key performance area as a result of the requirement to interact with big team in an evolving environment

<ul style="list-style-type: none"> • Leadership experience and ability. • Needs to be a pro-active, self-starter and an individual who takes initiative to resolve major issues. • Ability to learn and adapt to the challenges of the required context. • Ability to work with a range of individuals and teams. • Ability to work in a range of contexts. 		
<p align="center">General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)</p>		
<ul style="list-style-type: none"> • Normal NEITI working conditions 		
<p align="center">Quality Standards</p>		
<ul style="list-style-type: none"> • Ensure effective provision of support services to the Secretariat • Ensure effective implementation of financial management system • Ensure internal customer satisfaction • Ensure achievement of agreed KPI's • Ensure that the client/customer experience lives up to the brand promise 		
<p align="center">Sign-off / Approval</p>		
HR Manager:	Director F&A:	CEO:
Date:	Date:	Date: