

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
Job Profile of Financial Analyst

Title of the position: Financial Analyst	Location of the job (Department & Division): Technical Department
Number of subordinates: N/ A	Reports to: Audit Team Leader
Core purpose of the job	
<p>Under the guidance and support of Audit Team Leader, the position holder will be required to conduct an in depth analysis of the extractive industries sector financial policies and payment system with the aim of identifying policy challenges, system lapses, revenue leakages and ways of strengthening the system. The position holder will also be required to support the implementation of financial remediation recommendations coming out from the NEITI's audit report.</p>	
Key performance area	
Core, essential responsibilities/ outputs of the position (KPA's)	
<p>Role complexity:</p> <ul style="list-style-type: none"> ➤ Financial Analysis ➤ Revenue Management system ➤ Royalties and tax determination and payment system ➤ Supporting the monitoring of implementation of financial remediation recommendations ➤ Standard setting ➤ Identifying facts behind the figures ➤ Coordination ➤ Report writing ➤ Developing case studies ➤ Writing/ developing policy briefing 	
<p>Task complexity:</p> <ul style="list-style-type: none"> • Conduct research on the financial management system of the extractive industries with the aim of finding ways to strengthen the system and improve on service delivery. • Conduct the process of using strategically the information gathered from documentation of critical sector issues and lessons learnt across sector to analyze practice viz a viz with existing policies. • Promote positive transparency development initiatives using financial analysis to address the policies and practices that perpetuate revenue leakages in the sector. • Develop materials for case studies and special reports, based on field activities, which document the impact and policy implications of the financial 	

<p>Management system specifically; royalties and tax payment.</p> <ul style="list-style-type: none"> • Supporting the development and implementation of NETI's objectives of ensuring financial transparency within the extractive industries sector. • Participate and developing collaborative case-studies, impact surveys and other research that informs policy of critical revenue issues in Extractive Industries service delivery and design • Building the capacity of NETI and its partners in financial analysis and understanding of the macro and micro economic issues pertinent to the sector • Build the capacity of relevant stakeholders in specific areas as relates to calculation of royalties, tax and other key micro and macro variables in the sector. • Coordinating the implementation of financial redial recommendation
<p>Supervisory Complexity:</p> <ul style="list-style-type: none"> • None
<p>Leadership Complexity:</p> <ul style="list-style-type: none"> • None
<p>Managerial complexity:</p> <ul style="list-style-type: none"> • None
<p>Creativities (improvement/ innovation inherent):</p> <ul style="list-style-type: none"> • Design and develop system of tracking revenue leakages • Develop and means of establishing standards as regards to financial management • Significantly up grade self performance in line with the overall company strategy • Develop creative ways of building the capacity of relevant stakeholders
<p>Vulnerabilities (control span)</p> <ul style="list-style-type: none"> • Government policies • Policies and Procedure violation • Policy interpretation
<p>Collaboration</p>
<p>Responsibility towards:</p> <ul style="list-style-type: none"> • Direct report: None • Matrix report: None • Key customer: Technical and communication staff, CSOs • Relations: Other departments/ units
<p>Discretionary space</p>
<p>Independent thought and Judgment:</p> <ul style="list-style-type: none"> • Predetermined policies and procedures. • Operational policies, guidelines and quality control • Government policies

Minimum Requirements
<p>Education:</p> <ul style="list-style-type: none"> • Graduate degree in Accounting, Energy Finance, Petroleum Economics, International Finance, development economics development studies, or any other relevant course of study • Professional qualification in taxation required • In depth experience in dealing with the calculation and payment of petroleum tax, royalties and crude oil price. • Knowledge of research methodologies and reform initiatives in the extractive industries
<p>Experience:</p> <ul style="list-style-type: none"> • At least 5 years relevant experience, 2 of which should be at similar role.
<p>Training:</p> <ul style="list-style-type: none"> • Tax calculation • Royalties management • Financial analysis • Research Methodologies
Competencies
<p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of financial, social and institutional issues relating to the extractive industries reform initiatives. • Knowledge of petroleum taxation and royalties • Knowledge of research methodologies. • Experience of involvement in carrying out international research projects.
<p>Skills/ physical competencies:</p> <ul style="list-style-type: none"> • Highly numeric • Excellent oral and written communication skills. • Analytical and research skills • Computer literate • Written and spoken English language.

<p>Behavioural qualities:</p> <ul style="list-style-type: none"> • Sensitivity • Communication skills, both for a professional/ specialist and lay audience. • Public speaking skills • Articulate with above average presentation skills • Team player

General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)		
<ul style="list-style-type: none"> • Normal hours • Office environment • Will be required to conduct off site visits • May be required to work extended work hours • Entails a lot of travelling 		
Quality Standards		
<ul style="list-style-type: none"> • Ensure in depth analysis of the financial system • Ensure in depth analysis of the revenue management system • Ensure identification of revenue leakages areas • Recommends appropriate means of system strengthening as relates to financial management system in the sector 		
Sign-off / Approval		
Executive Secretary:	The staff:	HR Manager
Date:	Date:	Date: