



POSITION DESCRIPTION

Title: Administrative and Finance Assistant

Department: Finance

Location: Enugu, Nigeria

Reports to: Country Representative, Nigeria

Prepared by: Human Resources

OVERVIEW:

The American International Health Alliance (AIHA) is a successful international nonprofit organization dedicated to the creation of voluntary health twinning partnerships worldwide as a means for addressing diverse public health challenges. Based in the Washington, DC, with representative offices in seven countries, AIHA employs approximately 120 staff. The Administrative and Finance Assistant will be based in Enugu, Nigeria, to support AIHA's HIV/AIDS Twinning Center Program, which is funded by the US President's Emergency Plan for AIDS Relief (PEPFAR).

Under the supervision of the Country Representative, Nigeria; the Regional Administrative and Financial Officer in Ethiopia; and the Director of Finance in Washington, DC, the incumbent will be responsible for managing administrative and financial matters for AIHA's Nigeria Country Office, as well as performing other duties as requested.

ESSENTIAL DUTIES:

- Maintain internal financial control procedures
- Prepare monthly and annual budgets and detailed financial expenditure reports
- Ensure accurate accounting records are kept for the office and programs (e.g. bank accounts, furniture and equipment inventory, and supply register)
- Liaise with other AIHA staff in the field and in Washington to effectively execute financial and administrative transactions
- Manage procurements and HR actions, including obtaining proper approvals; submitting required reports to local tax authorities regarding VAT; preparing employee/contractor income tax statements, pension fund contributions, and other applicable declarations
- Calculate salaries and related benefits for all employees and contractors, including income tax, pension fund, medical care, and other taxable income
- Communicate with vendors, landlord, and tax consultant, while keeping Country Representative, Regional Administrative and Financial Officer, and Washington office apprised of all pertinent details
- File time sheets and keep accurate records of time accrued
- Provide logistical support for partner and staff travel to/from/through Nigeria
- Provide logistical support for AIHA conferences, workshops, and other activities held in Nigeria, including but not limited to arranging hotels and meals, printing materials, purchasing necessary supplies purchases, and coordinating arrivals/departures and transport
- Perform other duties as assigned

QUALIFICATIONS:

Required:

- Higher National Diploma or B.Sc in Accounting, Finance, Business Administration or recognized equivalent
- 2-4 years demonstrated experience working on financial management or similar capacity
- Proficiency with computers and current computer software (Microsoft Office Suite, Internet)
- Competency in written and spoken English, as well as regional language skills
- Ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, work independently and in a team environment
- Strong attention to detail, well-organized, and ability to problem-solve
- Able to maintain confidentiality and handle sensitive situations effectively
- Must be able to interact and communicate effectively with individuals at all levels of the organization
- Must be able to communicate with tact and diplomacy
- Proficiency with computers and current computer software (Microsoft Word, Excel, Access, Internet and e-mail applications)

Desired:

- Proficiency in Intuit QuickBooks software
- Knowledge of US government programs and funding policies
- Nonprofit experience
- Experience working or living in a developing country
- Knowledge of International donor projects and community in health-related field
- Knowledge of federal grants and contracts regulations and compliance
- Ability to travel domestically and internationally up to 10%

ADA SPECIFICATIONS:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, handle, or feel objects, tools or controls; stoop; reach with hands and arms; balance; talk or hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

Closing Date: December 31, 2009

Qualified candidates should e-mail a cover letter and resume **in English** to: odolotova@aiha-et.com no later than 31 December 2009, with a copy sent to HR@aiha.com. The applicant **MUST** identify in the message subject field the name of the position: **Nigeria Administrative Financial Assistant**.