

TEACHFORNIGERIA

Title: Head of Finance

Reporting to: Operations Director (dotted line reporting to the CEO)

Employment Type: Full-time

Location: Lagos, Nigeria

About Teach For Nigeria

Teach For Nigeria is a non-governmental organization focused on developing leaders to bridge education inequality in our country. Our mission is to attract, engage and mobilize an army of young change agents who will drive the movement towards educational equity and excellence in Nigeria, starting by recruiting outstanding graduates as full time teachers for two years in underserved schools in low-income communities. As a growing organization working in a complex environment, we are looking for exceptional individuals who are both self-directed and strong team players to make up our leadership team.

Position Summary

Teach For Nigeria is seeking The Head of Finance to manage the organization's financial operations, including oversight of accounts payable and receivable, budgeting, production of financial statements and reports, and advice of the senior management team on financial decisions. The Head of Finance is responsible for monitoring and maintaining internal controls, while overseeing financial systems and related compliance requirements. The HOF will lead all day-to-day finance operations including functional responsibility over accounting, grants management, budget development, forecasting and monitoring, outside audit and federal financial reports, domestic taxes, domestic payrolls, and financial policies and procedures.

The Head of Finance will drive our organization's finance operations, improve finance performance and oversee all aspects of finance, accounting, and reporting activities. The Head of Finance will be tasked with creating long-term financial structures and developing, and implementing the appropriate accounting and financial control systems to ensure financial sustainability of the organization. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a fast growing impactful organization.

The HOF will ensure that Teach For Nigeria has the systems and procedures in place to support rapid growth and conduct flawless audits. The HOF will work closely with senior leadership members and their staff on planning and analysis, and to educate them regarding finance and accounting procedures. In addition, s/he will partner with the Senior Leadership Team to plan for the evolution of the finance function to support a growing national presence with regional hubs and additional payrolls, banking and taxation.

The HOF will also collaborate with other senior leaders within Operations to enhance and integrate Finance, HR/ Administration, and information systems functions.

Finance Planning and Analysis

- Develop and monitor budgets and forecasts. Lead Teach For Nigeria's leadership in an annual budgeting and mid-year re-forecast process; administer and review all financial plans on a monthly basis and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Develop short, medium, and long-term financial plans and projections.

- Partner with the CEO and Board Finance Sub-Committee to align financial management with short and long-term development planning and projections.
- Partner with the executive team to address all operational and strategic issues as they arise; provide strategic recommendations to the executive team based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Represent the organization to financial partners, including financial institutions, investors, auditors, etc.
- Oversee the preparation and approval of all financial reporting materials and metrics for funders, the Board Members, and key external constituents; prepare and communicate monthly and annual financial statements for internal and external use.

Business Partner to Senior Leadership Team

- Improve the impact and understanding of financial reporting on program & operational performance.
- Provide analysis and deliver insight that links financial reports to TFN's organizational goals and strategies.
- Provide effective procedures or initiate change, to ensure key operational, program and financial targets are delivered.
- Build partnerships and maintain strong relationships with all senior managers and their team.

Financial and Accounting Management

- Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures. Help ensure maintenance of fiscal policies and procedures.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of Teach For Nigeria's financial status. Coordinate activities between development and finance.
- Oversee all financial, project/program, and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for international and domestic governmental agencies, corporate, and foundation grants.
- Oversee all audit activities
- Oversee proper filing of tax returns
- Ensure legal and regulatory compliance regarding all financial functions.
- Develop appropriate investment strategies and oversee their implementation
- Produce financial reports for foundation and other funder grants; maintain shared grant reporting calendar due dates and submissions, including all required financial deliverables as stated per grant awards and contracts
- Update and implement all necessary business policies and accounting practices; periodically update the organization's accounting manual
- Remain up-to-date on best practices in nonprofit finance, business systems and internal control measures, and state and federal law regarding nonprofit operations

Team Management

- Develop and manage direct staff.
- Engage other members of the senior management team to facilitate cross-department collaboration to ensure that all financial, IT, and HR solutions support Teach For Nigeria's evolving strategy, operational delivery, and data collection needs.

Education, Skills and Experience

- Bachelor's degree in Finance, Accounting or a related field; a post-graduate degree will be highly preferred
- 5 - 7 years of relevant work experience as a middle to senior level professional; overall, at least 10 years experience in finance and accounting
- Experience in a nonprofit organisation is an advantage
- Membership of recognised professional accounting organisations (ICAN or ACCA)
- Working knowledge of GAAP audits, and other regulatory requirements in the financial field
- Expert technology skills, including MS Office (advanced proficiency in Excel), and working knowledge of Zoho, Xero, Quickbooks and other popular software.
- Demonstrated success in a fast-paced environment, especially working as a self-starter and/ or transformer
- Flexibility and ability to work in a rapidly changing environment
- Excellent organizational and interpersonal skills
- Ability to listen, interpret, influence, negotiate, inspire and challenge
- Excellent written and verbal communications skills, with excellent presentation skills
- Full range of strategic management and leadership skills
- Demonstrated ability to make and take responsibility for sound and far reaching decisions
- Experience managing multiple projects and teams
- Ability to strategically assess and plan for the organisation's future needs
- Integrity, compassion, mission-oriented, and commitment to excellence.
- Displays good interpersonal skills at all levels
- Depth in lateral thinking, problem solving and analytical skills

How to Apply

Click on this link: <https://forms.gle/7KLsFX6w1oWtorz88> and follow the on-screen instructions to submit your application.