



FOUNDATION FOR PARTNERSHIP INITIATIVES IN THE NIGER DELTA

TERMS OF REFERENCE

Accountant for PIND/UNICEF project

1 PROJECT BACKGROUND

Head Office- Abuja

25 Jimmy Carter Street, Off Mahmud Ribadu,
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria
Phone: +234 (09)2910454

Economic Development Center- Port Harcourt

6 Tombia Street, GRA Phase 2
Port Harcourt, Rivers State, Nigeria
Phone: +234 (0) 817 2401 581

Economic Development Center- Warri

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,
Warri, Delta State, Nigeria
Phone: +234 (0) 810 8093 192

PIND is a Nigerian non-profit Foundation established in 2010 with funding by Chevron Corporation to support a portfolio of socio-economic development programs for Nigeria's Niger Delta in order to improve standards of living of communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies and foundations. With an overarching goal of increasing income and employment in the region, the Foundation has four distinct but interrelated program areas. They are:

- An **economic development program** focused on generating opportunities for pro-poor market development and employment generation.
- A **capacity building program** that will build the service delivery and engagement capacity of government, civil society and communities.
- A **peace-building program** that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth.
- An **analysis & advocacy program** that improves analysis and understanding of systemic constraints to growth in the Niger Delta region.

2 PURPOSE OBJECTIVES OF THIS ACTIVITY

The purpose of this assignment is to provide project accounting services for the UNICEF funded project.

3 SCOPE OF WORK

The Project accountant will be required to provide project accounting services to PIND on a UNICEF project. He/ She will be required to work with PIND's Implementing Partners and service providers to achieve the objectives of this assignment.

Activities and Timelines

The scope of work above is broken down to key activities and timelines will be determined as the work progresses.

S/N	Description of activities	No of days	Associated Deliverables (Codes)
T1.	Liaise with UNICEF on Finance related issues (funds release & retirement)		D1
T2.	Manage the financial dealings (payments & retirements) with Implementing Partners (IPs) and Service Providers		D2

T3.	Project financial documentation		D3
T4.	Regular update on financial status		D4
T5.	Attend monthly review meeting		D5
T6.	Any other task as assigned by the Finance & Admin Manager		D6

4 DELIVERABLES

Deliverables stated in the table below are directly linked to specific tasks in previous section. Due dates are dependent upon agreed work plans with implementing partners and requests from UNICEF.

Item		Due date
D1.	Good working relationship with UNICEF and Implementing Partners and timely fund liquidation	
D2.	Prompt disbursement & retirement of funds by IPs and Service Providers	
D3.	Adequate and appropriate supporting documents	
D4.	Financial update provided twice every month	
D5.	Provide financial updates at the monthly meeting	
D6.	As required	

5 DURATION

The services of this finance officer will be required for 6 months however it can be extended until the end of the project.

6 COST

A maximum provision of N1, 800,000 will be required for this assignment and N30, 000 for communications over the six months period.

7 QUALIFICATIONS

The Finance Officer is required to have a Bachelor of Science qualification in Accounting. It would be an added advantage if the candidate is a member of the Institute of Chartered Accountants of Nigeria (ICAN) or Association of Chartered Certified Accountants (ACCA).

Skills required:

- A prior experience on a UNICEF project would be great.
- Attention to details, good working knowledge of Accounting and Generally Accepted Accounting Principles (GAAP).
- He/ She must possess the ability to use Microsoft office suites and communicate clearly in writing.
- Candidate should be able to work under tight timelines

How to apply:

Apply by submitting a CV and a cover letter to procurement@pindfoundation.org not later than 1 week from the date of this advertisement. All applications should be received by 20th September 2016. Only qualified and suitable candidates will be shortlisted and invited for interview. The position is for immediate appointment after the interview

Non-Discriminatory Clause:

PIND Foundation provides equal opportunity in employment and engagement for all persons, vendors and contractors, and prohibits unlawful discrimination and harassment in all aspects of contractual engagement or employment because of age, sex, gender, marital status, disability, nationality, race, religion or any fact