

ICAP at Columbia University Job Description

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| **Job Title:** | Finance support  |
| **Reports To (Title):** | Finance Manager |
| **Location:** | Abuja |
| **Date:** | July 2024 |

# Position Summary:

Under the supervision of the ICAP Finance Manager, the Finance Support will assist the finance department in providing day-to-day accounting and financial support to the program teams in compliance with ICAP SOPS and donor regulations.

# Major Accountabilities

* Receive vendor invoices, validate, reconcile statements, and prepare payment vouchers.
* Process staff travel advances.
* Posting transactions into the accounting system.
* Records maintenance, including scanning and upload of documents into the records archiving system.
* Assist the technical team in preparing basic activity budgets
* Perform other related duties as assigned.

# EDUCATION:

* A Bachelor ‘s Degree in Accounting or Finance

 **MINIMUM REQUIRED EXPERIENCE & SKILLS**:

* Proficient in Microsoft Excel
* At least 1 year experience in a similar position.
* Knowledge of accounting software.
* One year experience in similar or related role
* ICAN certification is an added advantage.

# TRAVEL REQUIREMENTS:

* None Required.