



JOB DESCRIPTION – FINANCE ASSOCIATE

JOB TITLE: Finance Associate

LOCATION: Lagos, Nigeria

REPORTING TO: Senior Finance Associate

SECONDARY SUPERVISOR: Director of Operations

Gross Salary: #440,000

Employment Type: Contract

Contract Duration: 1 year (renewable up to 3 years)

Location: Lagos, Nigeria (Hybrid)

Application Deadline: 18th May, 2026 (12 noon WAT)

ABOUT TIERS:

[The Initiative for Equal Rights](#) (TIERS) is a nonprofit human rights organization committed to creating societies where human rights are guaranteed regardless of identity or status.

Guided by feminist principles and democratic values, our main aim is to protect, uphold, and promote the rights and humanity of sexual and gender minorities, women, PLHIV and intersecting marginalized groups.

Our work spans across Nigeria and some parts of Africa through narrative change and advocacy, health service provision, human rights violation response and documentation, research and knowledge sharing, economic justice, and provision of safe platforms for convergence.

Project Overview

The Margins to Mainstream Project is a 3-year initiative responding to escalating violence, exclusion, and denial of justice faced by sexual and gender minorities and intersecting marginalised groups people across Nigeria. The program seeks to strengthen state and community-level human rights systems to improve reporting, documentation, legal response, and access to justice across Nigeria's six geopolitical zones.

The successful candidate will primarily support the implementation of activities under the Margins to Mainstream Program; they may also be assigned additional responsibilities and duties within the Finance unit in line with organizational priorities and operational needs.

SUMMARY: The Finance Associate will serve as the dedicated responsible for end-to-end financial tracking of expenditures and inflows, and for preparing payment vouchers in line with standard financial regulations and reporting requirements. The role ensures that all financial transactions, documentation, and reporting meet donor requirements, organizational policies, and audit standards, while supporting efficient and compliant project implementation under the supervision of the Director of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Embrace Diversity, Stop Discrimination

12A Atiba Osbourne street, Mende Maryland



(Other duties may be assigned)

Financial Management & Record Keeping

1. Prepare, review, and process all payment vouchers related to the project
2. Maintain complete, accurate, and audit-ready financial documentation
3. Make sure all transactions are correctly authorized and accompanied by the necessary documentation, such as invoices, receipts, advance requisitions, unreceipted forms, retirement forms, approvals, etc.
4. Post all project transactions into the accounting system accurately and in a timely manner
5. Maintain a well-organized filing system (physical and electronic) for all project financial records.

Budget Monitoring & Control

6. Monitor project expenditures against the approved budget on a continuous basis
7. Maintain and regularly update a detailed project budget tracker and the ledger.
8. Identify and flag variances, risks, and potential over/under-spending to the Director of Operations
9. Support budget reviews, forecasts, and reallocation processes where necessary

Donor Compliance & Internal Controls

10. Ensure full compliance with the project's donor financial guidelines and TIERS' internal policies
11. Review all supporting documents to ensure they meet donor and audit standards
12. Enforce internal controls, including segregation of duties and approval thresholds.
13. Support procurement processes in line with policy (quotations, approvals, documentation, and justification)

Financial Reporting & Reconciliation

14. Support the preparation of periodic financial reports for the project
15. Reconcile project accounts, including bank and ledger balances.
16. Provide supporting schedules and analysis as required. Provide detailed financial analysis, schedules, and supporting documentation for reporting purposes
17. Ensure alignment between financial and programmatic reporting

Audit and Compliance Support

18. Serve as the primary finance focal point during internal and external audits for the project
19. Ensure all financial records are audit-ready and easily accessible
20. Provide auditors with required documentation, schedules, and explanations
21. Track and support the implementation of audit recommendations

Coordination & Project Support

22. Liaise with program staff to ensure proper financial documentation of activities
23. Provide guidance to project staff on financial procedures and documentation requirements
24. Support procurement processes by ensuring compliance with organizational policies (e.g., quotations, approvals, justification)

KEY PERFORMANCE INDICATORS

- Ensure 100% accuracy and timely processing of all project payment vouchers and financial transactions.



- Maintain complete, accurate, and audit-ready financial records with 100% proper documentation compliance for all transactions.
- Ensure 100% of project transactions are posted into the accounting system accurately and within agreed timelines.
- Maintain an updated project budget tracker and ledger and ensure monthly monitoring of project expenditures against approved budgets.
- Identify and escalate 100% of budget variances, financial risks, and potential over/under-spending issues to the Director of Operations within agreed timelines.
- Ensure 100% compliance with donor financial guidelines, procurement requirements, and TIERS' internal financial policies.
- Support the preparation and submission of all periodic financial reports within agreed deadlines with zero material errors.
- Ensure monthly reconciliation of project accounts, bank balances, and ledgers with no unresolved discrepancies beyond the reporting period.
- Ensure timely financial guidance and support to project staff to achieve full compliance with documentation and financial procedures for all project activities.
- Maintain an 80% team collaboration, responsiveness, and productivity rate in supporting cross-functional project operations.

These KPIs will be the yardstick for measuring your performance during your appraisal.

REQUIREMENTS

Education & Professional Background

- Bachelor's degree in accounting, Finance, or related field
- ACA/ACCA (in view or completed) is an added advantage

Experience

- Minimum of 2–4 years' experience in a finance role, preferably within an NGO

Technical & Professional Skills

- Good understanding of donor-funded project accounting
- Proficiency in Microsoft Excel and accounting software (QuickBooks)
- Strong attention to detail and organizational skills

Advocacy & Values Alignment

- Strong commitment to human rights, social justice, and inclusion.
- Ability to work in sensitive environments and handle confidential information with professionalism.

Personal Competencies

- Strong communication and interpersonal skills.
- Excellent time management and multitasking ability.
- Ability to work independently and collaboratively in a fast-paced environment.
- High level of professionalism, integrity, and accountability.
- Creative, proactive, and solution oriented.



Additional Information

The Initiative for Equal Rights (TIERs) is an equal opportunity employer committed to building a diverse, inclusive, and equitable workplace. We welcome applications from qualified candidates regardless of age, gender identity or expression, sexual orientation, disability, ethnicity, religion, marital status, socioeconomic background, or other protected characteristics.

We strongly encourage applications from individuals with lived experiences and those from communities directly impacted by the issues we work to address. All employment decisions are based on qualifications, merit, and organisational needs.

