



INSTITUTE FOR MEDIA AND SOCIETY

No.3 Emina Crescent, Off Toyin Street, P.O. Box 16181, Ikeja, Lagos, Nigeria
Phone: +234-903-294-3342 Email: info@imesoimeso.org www.imesoimeso.org
[imesoimeso@twitter.com](https://www.facebook.com/imesoimeso) <https://www.facebook.com/imesoimeso>

September 4, 2018

RECRUITMENT OF FINANCE OFFICER

The Institute for Media and Society is an independent, non-governmental organization based in Nigeria. The institute was established in April 2000, incorporated in June 2004. It aims to help build and improve the communication capacity and environment of the media, civil society and governance institutions to facilitate popular participation in democracy and development in Nigeria.

The Institute of Media and Society (IMS) intends to strengthen its Finances and Administration Department.

Duties and Responsibilities

- i. Support the organization's financial management, reporting, accounting, disbursements, records-keeping and related matters.
- ii. Co-ordinate logistic and travel arrangements
- iii. Processes payments and documents such as invoices, journal vouchers employee reimbursements, and statements.
- iv. Verifies items billed against items ordered and received and reconciles differences through follow-up with vendor's and /or other employees.
- v. Post financial data to appropriate accounts in an automated accounting system, according to instructions.
- vi. Reviews on-line transactions for changes and accuracy and corrects errors.
- vii. Disburses funds using petty cash and makes change according to specific instructions.
- viii. Performs related work as assigned.

Competencies

- i. Familiarity with organizational financial system



- ii. Ability to work effectively in a team
- iii. Good interpersonal and communication skills
- iv. Good financial reporting skills

Qualifications and Experience

Education:

- A Bachelor's degree or Higher Diploma in Accounting

Experience:

- A minimum of 5 years professional experience in the finance or development sector.

Language Requirement:

- Fluency in both spoken and written English.

Interested persons should submit their CV with a Cover Letter to: The Manager, Finance and Administration (IMS): info@imesoimeso.org imesoimeso@hotmail.com on or before close of business on Monday, September 24, 2018. Shortlisted applicants will be invited for interview after review of applications.