

Job Advert: Financial Management and Accounting Manager (Volunteer)

Heroes Help – Finance & Resources Directorate

Location: Remote/Hybrid (Nigeria-wide)

Reports to: Director of Finance & Resources

Type: Volunteer Position

Job Profile

The Financial Management and Accounting Manager is a critical volunteer position within the Finance and Resources Directorate of Heroes Help. This role is responsible for ensuring the smooth running of the charity's day-to-day financial operations, including cash flow monitoring, accounts management, audit preparation, and the production of financial statements. The postholder will provide financial stewardship, contribute to internal controls, and offer insight to support strategic decisions. This opportunity is ideal for a qualified or part-qualified accountant or finance professional seeking to apply their skills in service of a meaningful cause.

Key Accountabilities / Responsibilities

- - Oversee financial transactions including accounts payable/receivable and reconciliation of bank statements.
- - Prepare monthly management accounts, forecasts, and annual statutory accounts.
- - Manage cash flow, support treasury operations, and monitor investment activities.
- - Liaise with payroll providers and ensure timely reporting and compliance with payroll obligations.
- - Support the annual audit process, coordinate documentation, and liaise with external auditors.
- - Maintain an accurate general ledger and accounting records.
- - Ensure adherence to internal financial policies, donor requirements, and regulatory standards.
- - Provide financial analysis and support for funding proposals, grant reporting, and organisational planning.

Competencies Required

- Essential:
 - - Excellent attention to detail and commitment to accuracy.
 - - Strong organisational and time management skills.
 - - Analytical mindset and ability to interpret financial data.
 - - Ethical judgement and understanding of confidentiality in financial operations.
- Desirable:
 - - Leadership or mentoring experience in a finance function.

- - Understanding of charity accounting, donor reporting, or grant financial management.
- - Experience with cloud-based accounting systems such as QuickBooks, Xero, or Sage.

Qualifications, Knowledge, Skills and Experience

Category	Essential	Desirable
Qualifications	Degree in Accounting, Finance, Business Administration, or related field	ACA/ACCA/CPA qualified or part-qualified professional certification
Knowledge	Core accounting principles, cash flow management, and audit preparation	Charity finance regulations (e.g. IFRS, SORP) or grant-specific financial compliance
Skills	Bookkeeping, reporting, reconciliation, and financial forecasting	Use of cloud accounting platforms, Excel dashboards, or budgeting tools
Experience	Minimum 3 years of experience in financial management or accounting roles	Previous work in a nonprofit, charity, or donor-funded project

Benefits of Volunteering with Heroes Help

- - Contribute your financial expertise to a charity supporting Nigerian Armed Forces members.
- - Gain charity sector experience and develop leadership in financial governance.
- - Access remote volunteering options with flexible scheduling.
- - Work alongside a dedicated, values-driven team.
- - Receive a Certificate of Service and reference on request.

To apply, please send your CV and cover letter to: enquiry.heroeshelp@gmail.com

Subject: Financial Management and Accounting Manager – Volunteer Application