

## **Logistics, Finance and Accounting Manager (Volunteer Role)**

Heroes Help is a charity dedicated to supporting members of the Nigerian Armed Forces and their families. As part of our strategic growth and localisation across Nigeria's 36 states, we are seeking a committed and capable individual to serve as our Logistics, Finance and Accounting Manager. This is a volunteer role forming part of the State Coordination structure.

### **Job Profile / Key Responsibilities**

- Coordinate financial and logistical planning for local programmes and events.
- Oversee procurement and ensure timely disbursement of resources to support programme implementation.
- Manage accounts payable/receivable, bank reconciliation, and payroll liaison.
- Monitor and reconcile programme-related expenses and maintain accurate financial records.
- Prepare monthly management accounts and financial reports.
- Support budgeting and cash flow management for events, travel, and reimbursements.
- Liaise with auditors and contribute to the audit process.
- Ensure compliance with financial regulations and Heroes Help's internal financial policies.

### **Competencies Required**

Essential:

- Strong attention to detail and financial accuracy.
- High levels of integrity and accountability.
- Strong organisational and time-management skills.
- Ability to work independently and manage multiple tasks.
- Excellent communication and interpersonal skills.

Desirable:

- Knowledge of charitable sector finance.
- Familiarity with donor compliance requirements.
- Project management capability.

### **Qualifications, Knowledge, Skills and Experience**

Essential:

- Degree or professional qualification in Accounting, Finance, or related field.
- Experience with bookkeeping, budgeting, and financial reporting.
- Proficient in Microsoft Excel and accounting software.

Desirable:

- Chartered Accountant or progressing towards a professional certification (e.g., ACA, ACCA).
- Knowledge of Nigerian tax laws and non-profit financial regulations.

### **Benefits of Volunteering**

- Opportunity to contribute to a meaningful cause supporting the armed forces community.
- Gain valuable experience in non-profit financial and logistics management.
- Work within a passionate and committed team of professionals and volunteers.
- Networking and professional development opportunities.
- Flexible, remote-friendly volunteer role with a chance to make a tangible local impact.

To apply, please send your CV and cover letter to: [enquiry.heroeshelp@gmail.com](mailto:enquiry.heroeshelp@gmail.com)

Subject: Logistics, Finance and Accounting Manager – Volunteer Application