PLANNED PARENTHOOD FEDERATION OF NIGERIA

Applicants’ Form 2

SUMMARY OF RESUME IN RESPECT OF APPLICATION FOR THE POST OF: **MANAGER** **FINANCE**

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| **NAME** | **Age/****Gender** | **Requisite Qualification****(as advertised)** | **Summary of Qualifications Obtained** **by applicant (with dates)** | **Summary of Applicant’s Work Experience (with dates)** |
|  | E.g 39/ Female | * B.Sc. or HND in Accounting.
* Chartered Accountant
* Seven (7) years’ work experience especially in an NGO with not less than 3 years in managerial position.
* Strong knowledge of: general ledger, banking, job cost accounting, accounts payable, accounts receivable, fixed assets, and nonprofit taxes and registrations.
* Proficient usage of accounting packages.
* Proven sound numeric ability, analytical mind and nose for details.
* Good oral and written communication skills
* Positive towards issues of development in general and reproductive health in particular
* Working experience in NGO especially those involved in SRH
* Masters’ Degree is desirable and of great advantage.
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**(please expand this form as may be required)**