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. |  |  |

**(please expand this form as may be required)**