ADMINISTRATIVE AND FINANCE OFFICER

ColdHubs Limited, is a social enterprise that designs, assembles, installs and commissions 100% solar powered walk-in cold rooms in marketplaces and farm clusters, for smallholder farmers, retailers and wholesalers to store and preserve fruits, vegetables and other perishable food 24/7 and extend their shelf life from 2 days to 21 days.

ColdHubs aims to eliminate the impact of food spoilage facing 470 million smallholder farmers globally due to lack of reliable and well situated cold storage.

Our solar powered walk-in cold rooms branded as – ColdHubs; are specially designed to eliminate losses of fruits, vegetables and other perishable food due to lack of reliable cold storage completely and increases the income of farmers and retailers because, previous losses have been eliminated.

We seek to hire a full time ADMINISTRATIVE AND FINANCE OFFICER.

The selected candidate will oversee administration, financial management and daily office procedure.

REQUIREMENTS

- He/She acts as the point of contact for all employees, providing administrative support and managing their queries. Main duties include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records.

- He/She will prepare and circulate monthly company account showing revenue, expenditure and profit.

- He/She will liaise with company auditor to prepare annual audited financial statements and undertake all corporate fillings.

- He/She will liaise with company secretary to prepare and circulate calls and minutes of board meetings.

- The position will report/work directly with the Chief Operating Officer (COO) and only to the Chief Executive Officer (CEO) when the need arises.

- Solid knowledge of office procedures.
He/She must be extremely detailed, with a good thought process in office process, administration, finance, accounting, use of accounting software and MS Office.

Excellent written and verbal communication skills.

He/She will be self-motivated and trustworthy.

RESPONSIBILITIES

- Manage the day-to-day personnel, financial and administrative resources of the office.
- Undertake missions to field locations to review administrative and financial arrangements and make appropriate recommendations as required.
- Coordinate training and capacity-building activities of staff in administrative related areas.
- Manage office supplies stock and place orders.
- Maintain and update company databases.
- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Develop and update office policies as needed.
- Maintain a company calendar and schedule appointments.
- Distribute and store correspondence (e.g. letters, emails and packages).
- Prepare reports and presentations with statistical data, as assigned.
- Arrange travel and accommodations.
- Organize and schedule in-house and external events.
- Develop internal accounting system.
- Prepare and circulate monthly accounts showing revenue, expenditure and profit.
- Liaise with company retainer to prepare annual audited financial statements.
- Liaise with company secretary to prepare and circulate calls and minutes of board meetings.
- Undertake all annual corporate fillings – tax returns, NSITF, ITF, Pensions etc.

QUALIFICATIONS

- **Education**: University Degree in Accounting, Banking & Finance, Public or Business Administration, or related field OR university degree in another field combined with a professional qualification in accounting or finance.

- **Job experience**: Minimum of 4 years of relevant experience.

- **Languages**: Excellent knowledge of English.
• Strong research and analytical skills.
• Excellent verbal and written communication skills.
• **Attention to Detail.**
• Excellent organizational skills, as performance monitoring will be done every quarter.
• Excellent computer skills.

**APPLICATION:**

All interested individuals should submit a **one page Letter of Motivation** and **a very well detailed** CV to – info@coldhubs.com with a copy to bright@coldhubs.com and nnaemeka@coldhubs.com; not later than 10th of January, 2019.