FINANCE AND ADMINISTRATIVE OFFICER

Base: ***Abuja***
Closing date for application: ***November 24, 2026***

Avocats Sans Frontières France (Lawyers Without Borders France or ASF France) is seeking a **FINANCE AND ADMINISTRATIVE OFFICER** at its office in Nigeria**.**

Avocats Sans Frontières France

Avocats Sans Frontières France (Lawyers Without Borders France or ASF France) is a French Non-Governmental Organization established under the French law on organisations of July 1st, 1901. Its objectives are:

- To contribute to the effective application of universally recognised Human Rights, in accordance with the motion voted by the International Bar Association Conference of Common Legal Traditions on January 24th, 1992;
- To work wherever it is deemed useful and necessary, through the establishment or the restoration of the rule of law, of the judiciary and, particularly, of the right of fair trial and to adequate legal representation;
- To act for the prevention and against impunity for acts of aggression of any kind and, in particular, murder, enforced disappearances, torture, threats, persecution, imprisonment of which lawyers may be victim due to their professional activities.

In order to do so, Avocats Sans Frontières France uses all the means available and bring complaints before domestic and international institutions, and before judicial and non-judicial institutions, it can also intervene before them, including through civil actions before competent jurisdictions.

ASF France in Nigeria

Active in Nigeria for two decades, ASF France currently implements human rights programmes aimed at advancing the application of international human rights standards in digital technologies, press freedom, arbitrary detention, anti-torture and abolition of the death penalty. Through its partnerships, ASF France combines strategic litigation, legal assistance, institutional capacity development, policy engagement and public awareness to strengthen rights-respecting laws, policies and practices. Its work also promotes the responsible use of technology as a tool for access to justice, accountability and human rights protection, while leveraging digital innovation and legal expertise to support sustainable legal and institutional reforms.

The **EXPRESS project** supported by the State of the Netherlands aims to contribute to a safer and more rights-respecting digital environment in Nigeria by promoting the effective, fair, and technically informed implementation of the Cybercrimes Act. It seeks to strengthen the ability of legal and justice sector actors to respond effectively to cybercrime and protect genuine victims, while ensuring that the enforcement of cybercrime legislation respects fundamental rights and freedoms, including freedom of expression, privacy, and due process. Through legal research, capacity strengthening, strategic advocacy, and multi-stakeholder engagement, the project promotes a balanced and evidence-based

approach to cybercrime regulation that addresses genuine cyber threats while preventing the disproportionate or unlawful restriction of digital rights.

e-RIGHTS 2.0 is the second phase of the e-RIGHTS project, implemented in Nigeria by Avocats Sans Frontières France in partnership with the Centre for Information Technology and Development (CITAD). The project supports the legal and institutional protection of digital rights through professional capacity strengthening for judicial, legal, media and civil society actors; legal assistance and strategic litigation on behalf of victims of online rights violations, including before the ECOWAS Community Court of Justice; and sustained engagement with national legislators, regulatory agencies and the public on the reform of Nigeria's digital legislation

Your mission is to work on the accounting, administrative and budgetary aspects in Nigeria in collaboration with the Project Manager in Nigeria and the Administrative and Financial Manager at Avocats Sans Frontières France headquarters.

AVOCATS SANS FRONTIÈRES FRANCE

Avocats Sans Frontières France (Lawyers Without Borders France or ASF France) is a French NGO established under the French law on organisations of July 1st, 1901. Its objectives are:

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- To work wherever it is deemed useful and necessary, through the establishment or the restoration of the rule of law, of the judiciary and, particularly, of the right of fair trial and to adequate legal representation;
- To act for the prevention and against impunity for acts of aggression of any kind and, in particular, murder, enforced disappearances, torture, threats, persecution, imprisonment of which lawyers may be victim due to their professional activities. In order to do so, it may use all means at its disposal and may seize any national or international, legal or non-legal institution, or intervene in such cases, including by joining a victim's civil action claim before the competent internal jurisdictions.

Active in Nigeria for more than a decade, ASF France is currently implementing human rights project on promoting international human rights standards on digital rights, anti-torture and death penalty issues. Within the context of these projects, ASF France and its partners provide free legal assistance, conduct trainings, advocacy, and organize awareness and sensitization activities.

JOB DESCRIPTION

Under the supervision of the Project Manager and Head of Office, the Financial and Administrative Officer will carry out the following tasks for Avocats Sans Frontières France:

1/ Overall objectives and responsibilities

- Manage a transparent and accurate financial accounting system in line with local laws and regulations.
- Follow ASF France process on project monitoring.
- Support the Project Manager in planning and budgeting for all financial aspects of the programme.
- Accurate financial reporting to donors.
- Oversee budgetary, procurements and internal controls

2/ Financial Accounting

- Ensure compliance with ASF France policies and guidelines and donor requirements.
- Ensure compliance with local regulations in respect of financial and other matters (e.g. pension, insurance, taxation and labour laws).
- Support the Project Manager in providing donors with all necessary financial and other information when requested.
- Prepare monthly accounting report and documentation for ASF France headquarter.
- Prepare donor financial reports in line with donor reporting requirements.

3/ Administration

- Ensure all national staff understands the processes for financial activity within ASF France.
- Stay abreast of ASF France registration and legal status requirements.
- Maintain good communication with ASF France Finance Manager at the Headquarters.
- Provide administrative support to human resource management e.g. drafting contract and managing leave schedules.
- Undertake procurement for the programme following ASF France guidelines.
- Be flexible in supporting the organisation in any other task/duty that is necessary to the programme.
- Handle logistic and organizational aspects of the project and of the office.

REQUIRED PROFILE AND QUALIFICATIONS

- Accounting or finance-related degree and/or fully qualified member of a recognized accounting professional association e.g. ICAN, ACCA, CIBN (relevant experience will be considered)
- Demonstrable understanding and experience of finance management within an NGO
- 5 years relevant work experience
- Experience of financial reporting to institutional bodies
- Familiarity with compliance systems (e.g. project donor requirements)
- Experience of providing Human Resource support to an organisation
- Strong communication skills, with excellent written and spoken English
- Confident and proficient in the use of MS office with advanced excel proficiency
- Ability to establish strong working relationships with colleagues from different functions and cultures
- Experience and ability to adopt a flexible approach to managing and prioritizing a high workload and multiple tasks
- Experience of proactively identifying and addressing issues

CONDITIONS

- 12 months contract, renewable, with a probation period of 3 months
- Local contract (full-time - 40 hours/week)
- Salary: between 1,200 € and 1,400 € gross per month, depending on experience and skills
- Expected trips to project target states
- Will be part of a Franco-Nigerian team
- Work under the supervision of the Project Manager and Head of Office and in close collaboration with other members of the team in Nigeria and in France (Program Officer and Finance Manager)

Start date: 4th January 2026

Benefits: 2 days off per month, health insurance coverage

Will be part of a Franco-Nigerian team

How to apply

Send your **CV** (2 pages max) and **cover letter** (2 pages max) before 24 November 2026 at 23:59 GMT to the following address: recrutements@avocatssansfrontieres-france.org, mentioning in the subject of the email: **Application - ASFF - Financial & Administrative Officer'**.

Applications not so stated will not be reviewed.
Due to high volume of applications, only shortlisted candidates will be contacted for interviews.