

VACANCY FOR:

FINANCE MANAGER

POSITION:	Finance Manager
DIRECT REPORT TO:	Head, Climate Infrastructure / CEO
ENGAGEMENT PERIOD:	12 months (Renewable)



MARKET CONTEXT

Nigeria currently has an estimated population of 220 million and the United Nations estimates that by 2050, Nigeria would have reached a 400 million populace and added 189 million urban dwellers which translate into an annual housing requirement over the coming decades of at least 900,000 units to keep up with growing housing demand and urban migration. Based on current forecast construction, Nigeria's overall accumulated housing deficit is about 28 million units, as of 2024. The estimated annual cost to bridge the housing gap is about \$6.25 billion (NGN10 trillion). Appropriately structured financing mechanisms are therefore required to make home financing more affordable and accessible to homebuyers, at a greater scale, providing access to housing but also solving the challenge of offtake for property developers.

Despite the housing deficit which creates a significant opportunity for developer financing in Nigeria, the market is constrained by offtake risk inherent in housing infrastructure projects occasioned by an absence of

an effective mortgage solution that provides prospective homebuyers access to affordable home loan products. This situation has continued to weaken developers' ability to access sustainable funding and scale their construction activities.



PROBLEM STATEMENT

As part of its strategic development initiatives, InfraCredit, with the support of development partners, established the Green Resilient Housing Enhancement Facility (GRHEF or “the Facility”), a project preparation facility designed to address persistent challenges that limit access to long-term domestic institutional capital for housing delivery in Nigeria. Despite a growing pipeline of climate-resilient housing projects, many developments continue to face delays in reaching financial close due to critical gaps in project preparation—particularly in technical, environmental, financial, and legal readiness. These challenges often extend transaction timelines, increase development costs, and undermine overall project bankability.

To bridge these gaps, GRHEF provides early-stage project preparation support and technical assistance to housing developers. Through its Project Development Facility (PDF), GRHEF supports project sponsors in conducting feasibility studies, integrating climate-resilient design, and improving project documentation and investment readiness in line with InfraCredit’s eligibility criteria. In assessing housing developers and their respective projects, InfraCredit conducts comprehensive Technical and Commercial Due Diligence (TCDD), alongside financial, legal, and environmental and social (E&S) assessments. The TCDD process involves engaging an external consulting firm comprising qualified housing professionals across architecture, quantity surveying, structural and civil engineering, environmental and geotechnical assessment, and mechanical and electrical systems. These experts evaluate, validate, and provide recommendations on the technical soundness and compliance of proposed projects with international green building standards (such as IFC’s EDGE) and relevant local building laws and codes.

The consulting team’s work typically spans various construction stages and disciplines, including (but not limited to) environmental and geotechnical assessments, land and topographical surveys, civil and structural engineering, mechanical and electrical systems, architecture, urban design, quantity surveying, construction management, real estate, and property and facility management. The independent assessments and recommendations produced by the due diligence consultant are submitted to InfraCredit for review and alignment with its housing programme criteria.

To ensure robust financial analysis, sound investment decision-making, and effective execution of the TCDD process, InfraCredit seeks to engage the services of a Finance Manager to provide financial management and operational finance support for GHREF. This role will be responsible for overseeing the financial operations of GHREF, including budgeting, financial planning, accounting, financial reporting, fund administration, disbursement tracking, compliance, and financial controls. The Finance Manager will support effective financial governance and ensure that all GRHEF activities are implemented in accordance with approved budgets, donor requirements, internal policies, and applicable accounting standards. The Finance Manager will work closely with the transaction team, including Transactors, Transaction Legal, and Transaction E&S, and other stakeholders to support financial decision-making, monitor facility utilization, manage financial documentation, and ensure timely reporting on the performance and operations of the Facility. The Finance Manager will also contribute to strengthening financial systems, improving operational efficiency, and enhancing transparency and accountability across GRHEF activities.



SCOPE OF WORK

The Finance manager’s responsibilities shall include, but not be limited to, the following:

- A. Financial Management and Budget Administration
 - Manage the day-to-day financial operations of GRHEF, including budgeting, accounting, cash flow monitoring, and expenditure tracking.
 - Prepare and monitor annual budgets, work plan budgets, and financial forecasts for GRHEF activities.

- Track utilization of facility funds and ensure expenditures remain within approved budgets and funding allocations.
- Support processing and monitoring of payments, consultant fees, operational expenses, and disbursements related to GRHEF activities.
- Maintain accurate accounting records and financial documentation for all facility-related transactions.

B. Financial Reporting and Compliance

- Prepare periodic financial reports, management accounts, budget performance reports, and expenditure summaries for internal and external stakeholders.
- Ensure compliance with InfraCredit's financial policies, donor requirements, and applicable accounting standards.
- Support financial audits and provide required documentation and reconciliations.
- Monitor financial controls and identify any financial risks, discrepancies, or compliance gaps.
- Ensure proper documentation and filing of all financial records and supporting documents.

C. Transaction and Operational Support

- Support the financial administration of project preparation activities and consultant engagements under GRHEF.
- Review invoices, payment requests, and supporting documentation for completeness and accuracy.
- Coordinate with transaction teams and consultants on financial processes and reporting requirements.
- Support tracking of project preparation expenditures and operational commitments across the facility.
- Provide financial inputs and analysis to support management decision-making and operational planning.

D. Fund Administration and Monitoring

- Support administration and monitoring of GRHEF funding allocations and utilization.
- Track commitments, approvals, and disbursements across various work streams and activities.
- Prepare fund utilization reports and financial dashboards to support management oversight.

- Monitor operational and administrative costs to ensure cost efficiency and accountability.

E. Capacity Building and Knowledge Support

- Support development of financial management templates, reporting tools, and budget tracking frameworks for GRHEF operations.
- Participate in internal training and knowledge-sharing initiatives on financial management, budgeting, and compliance processes.
- Contribute to strengthening financial management systems, controls, and operational processes within GRHEF.
- Document lessons learned and recommendations to improve financial reporting, fund administration, and operational efficiency.
- Support digitization of financial workflows and improved financial record management systems.



DELIVERABLES

The Finance Manager will be responsible for providing the following key deliverables:

1. Financial Reports and Management Accounts
 - Monthly, quarterly, and annual financial reports for GRHEF operations.
 - Budget performance and variance analysis reports.
2. Budgets and Financial Plans
 - Annual operating budgets and financial forecasts.
 - Financial models and projections supporting project and transaction assessments.
3. Financial Management and Operational Support Documentation
 - Budget monitoring reports, expenditure tracking reports, and financial performance analyses for GRHEF activities.
 - Financial reconciliations, cash flow reports, and supporting documentation for operational and project-related financial management.

- Funding utilization and disbursement tracking reports to support effective programme implementation and accountability.
4. Compliance and Audit Documentation
 - Accurate financial records and supporting schedules for audits and compliance reviews.
 - Internal control and risk management reports.
 5. Donor and Stakeholder Reports
 - Financial utilization reports and grant accountability documentation.
 - Periodic financial updates for development partners and stakeholders.
 6. Financial Systems and Process Improvements
 - Improved financial templates, reporting tools, and workflow systems.
 - Recommendations to strengthen financial management and operational efficiency.



EXPECTED OUTCOMES/ RESULTS

The work stream is expected to deliver the following outcomes:

1. Strengthened financial management and operational efficiency of GRHEF.
2. Improved financial planning, budgeting, and reporting processes across the Facility.
3. Enhanced financial due diligence and project assessment capabilities for housing transactions.
4. Increased transparency, accountability, and compliance with donor and regulatory requirements.
5. Improved internal controls and risk management systems.
6. Strengthened institutional capacity for sustainable housing finance and transaction management.



QUALIFICATIONS AND EDUCATION REQUIREMENTS

Candidates for the role should meet the following requirements:

- Bachelor's degree in Finance, Accounting, Economics, Business Administration, or a related field, or equivalent qualification in a relevant discipline.
- Professional qualification such as ACA, ACCA, CPA, CFA, or equivalent is mandatory.
- Master's degree in Finance, Accounting, Business Administration, or related discipline is an added advantage.
- Minimum of 5–7 years of relevant experience in financial management, project finance, corporate finance, or investment analysis.
- Experience working with development finance institutions, infrastructure projects, housing finance, or donor-funded programmes is an advantage.
- Strong understanding of financial modelling, budgeting, forecasting, and financial reporting.
- Familiarity with financial due diligence and transaction support processes.
- Strong knowledge of accounting standards, financial controls, compliance, and audit processes.
- Experience in Internal Control over Financial Reporting (ICFR) implementation and/or monitoring will be considered an added advantage.
- Proficiency in Microsoft Excel, financial management systems, and accounting software (e.g. QuickBooks, Sage 50, ERP systems etc.).
- Excellent analytical, communication, stakeholder management, and report-writing skills.



KEY PERFORMANCE INDICATORS

The performance of the Finance Manager will be measured against the following key indicators to ensure alignment with InfraCredit's objectives under the Green Resilient Housing Enhancement Facility:

1. Financial Reporting and Accuracy
 - Timely preparation and submission of accurate financial reports and management accounts.

- Quality and completeness of financial documentation and reporting.
2. Budget and Financial Planning
 - Effective budget management and monitoring of expenditures against approved budgets.
 - Accuracy and reliability of financial forecasts and projections.
 3. Compliance and Risk Management
 - Compliance with financial policies, donor requirements, and regulatory obligations.
 - Effectiveness of internal controls and risk mitigation measures.
 4. Stakeholder and Donor Reporting
 - Timeliness and quality of donor financial reports and stakeholder updates.
 - Positive audit outcomes and resolution of audit issues.
 5. Operational Efficiency and Capacity Building
 - Improvements in financial systems, reporting tools, and workflow efficiency.
 - Contribution to knowledge sharing and institutional strengthening initiatives.



COMPENSATION

Negotiable and Competitive



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