Accounting and Administrative Assistance

Terms of Reference

Location: **Abuja**

Duration: **from 20 July 2026 to 31 August 2026**

About MAG:

MAG is a global humanitarian organisation that changes and saves lives. We have been operating for 35 years, delivering transformational change for some of the most vulnerable people in the world in some of the most fragile places in the world. We find and destroy landmines, cluster munitions and unexploded bombs in places affected by conflict. We also work to limit the causes and address the consequences of armed violence in communities. Our work saves lives, eases suffering, protects human rights and contributes to sustainable peace and security. It fosters stable and secure societies and is a key enabler of progress towards the 2030 Sustainable Development Goals.

In Nigeria, MAG has been operating since 2016 in collaboration with national and local stakeholders to reduce armed violence.

Main objective:

The primary objective of this consultancy is to provide day-to-day accounting support for MAG, ensuring the timely and accurate completion of financial and administrative accounting tasks. The selected firm shall be responsible for seconding suitably qualified and experienced personnel to MAG to deliver these services and ensure continuity of accounting support throughout the duration of the assignment.

Specific tasks:

- Manage financial accounting activities, including monitoring advances, analysing balance sheet accounts, processing receipts and payments, and overseeing payroll-related accounting requirements.
- Prepare and process payments through cash, cheque, and bank transfer methods.
- Record accounting transactions in cash and bank journals and maintain up-to-date accounting system records.
- Ensure accurate accounting coding and allocation on all payment authorisations and supporting documentation.
- Reconcile and verify the consistency between cashbook balances and accounting records at month-end.
- Identify, track, and request missing documentation from relevant stakeholders, including cashiers, budget holders, logistics, and programme teams.
- Follow up on outstanding supporting documents and ensure their timely integration into the accounting records upon receipt.
- Prepare, consolidate, and submit monthly cash forecasts and funding requests to the Country Director.

- Ensure programme implementation and financial reporting comply with all applicable local and regional tax regulations, including income tax, social security contributions, VAT, and corporate tax requirements.
- Prepare, coordinate and monitor the payroll management of MAG Nigeria national staff
- Ensure taxes, social security contributions and advances are deducted and paid on time to administrative and fiscal authorities

Qualification of the Firm

- A reputable and certified firm with a minimum of 7 years' expertise and experience in accounting

Qualification of the seconded personnel

- Graduate degree in Accountancy and ICAN certification is an added value.
- Experience working with NGO.
- Experience in financial operations management
- Ability to develop, review, and adhere to financial and operational procedures
- Excellent organizational skills, including planning and coordinating financial activities
- Excellent communication and interpersonal skills
- Strong skills in math and computer literacy, particularly with Word, Excel, and PowerPoint, accounting software

Submission of Offers

Interested firms should submit their technical and financial proposals no later than 15 July 2026 at 18:00 by email to: procurement.nigeria@maginternational.org

Technical Proposal
The technical proposal should include:

- Company profile and relevant experience in providing accounting and financial management services;
- A brief methodology describing the approach to delivering the required services;
- Curriculum Vitae (CV) of the proposed seconded candidate, demonstrating the qualifications, experience, and competencies required for the assignment;
- References for similar assignments conducted within the last three years.

Financial Proposal
The financial proposal should include:

- A detailed breakdown of professional fees for the proposed seconded personnel;
- Any applicable taxes and administrative costs;
- The total cost of the assignment;
- Payment terms.

Only complete proposals received by the stated deadline will be considered.