



**Job Title:** JUNIOR ASSOCIATE ACCOUNTS & ADMIN

**Location:** Abuja, Nigeria

**Type:** Full-time(hybrid)

**Reports to:** The Head of Operations

### **The Company**

Clean Tech Hub is a pioneering hybrid hub for the research, development, demonstration and incubation of clean energy technologies in Africa, and their validation for commercial stage development. It is an early start-up incubator for inventions and innovations in clean energy, a consultancy for sustainability and energy efficiency solutions for organizations, and a driver of clean energy investment into Africa. Clean Tech Hub is focused on addressing Africa's energy poverty, increasing energy access through clean, renewable energy and sustainability.

### **Position Summary**

Clean Technology Hub is seeking a motivated Junior Associate, Accounts & Admin to contribute to the success and growth of its program. As a Junior Associate, you will support the CTH's Finance department on Finance, Account and Audit. He/She will work closely with the Assistant manager – Finance/Operations in carrying out the following functions:

### **Responsibilities**

- Monitor Company Cash Flow and Accounting.
- Manage project costing and budgets as well as resources for minimal operational expenditure.
- Participate in Project Budgeting and Forecasting as may be required by the organization towards Investments, Business Development or Grants.

- Manage organization's CAPEX and OPEX matrix ensuring that the limits are within budget.
- Responsible for safe-guarding the company's interest in transactions and interactions, providing effective first level stewardship of the company's assets, resources, staff and holdings.
- Prepare organization's books for proper internal and external audits.
- Prepare the organization's books in conjunction with operations that lead towards proper filing of yearly taxes and obtaining the government required yearly tax clearance certificate. Also, ensure that tax rebates and exemptions are fully applicable to the organization.

### **Skills/Knowledge**

- Bachelor's level degree required in finance, business administration.
- 0-2 years of relevant professional experience in a similar role
- Experience in financial management systems, (i.e. QuickBooks)
- Familiarity with Microsoft Suite (Excel, Outlook, Word)
- Experience managing procurement
- Demonstrated skills in managing project-based logistics
- Organized, detail-oriented and able to multi-task to meet deadlines;
- Flexible, self-motivated and able to work with little supervision;
- Strong interpersonal skills and ability, problem solving, conflict and ethical management skills;
- Ability to travel

### **Who you are**

- A self- starter who is able to learn, work independently and passionately.
- You seek to take on new types of work, even without supervision.
- You show willingness to work, travel, and do what it takes to get the job done.
- You are comfortable with ambiguity and an ability to operate effectively in a changing context.
- You are able to react with appropriate levels of urgency to situations and events that require quick response.
- You can build strong relationships with clients and colleagues in a high paced environment.
- You must speak and write well and have a reasonably good command of English language.

For interested applicants, follow the [link](#) to our jobs form:

Or Submit your resume and a cover letter detailing your relevant experiences to [cthhr@cleantechnologyhub.org](mailto:cthhr@cleantechnologyhub.org)