



Drug Free and Preventive Healthcare Organisation, (DAPHO) is hiring a Finance Assistant. The Finance Assistant will support DAPHO's financial operations contributing to the effective management of funds for harm reduction and public health programs across Gombe State.

They will also assist in maintaining accurate financial records, processing transactions, and supporting reporting for donor-funded projects focused on improving access to healthcare services for vulnerable populations, including people who use drugs/inject drugs.

Working closely with the finance team, the Assistance will gain hands-on experience in nonprofit financial management, compliance, and accountability, while contributing to the organization's mission of reducing stigma, improving health outcomes, and strengthening community-based interventions.

**Position:** Finance Assistant.

**Location:** Gombe

**Type:** Part time (Contract)

**Duration:** 3 months (Possible renewal based on performance)

### Responsibilities:

- Assist in maintaining accurate financial records and documentation
- Support the preparation of vouchers, invoices, and expense reports
- Help with data entry into accounting systems and spreadsheets
- Assist in bank reconciliations and financial tracking
- Support budget monitoring and reporting processes
- Ensure compliance with organisational financial policies and procedures
- Provide administrative support to the finance team as needed.

### Requirements:

- Minimum Graduate of Accounting
- With 1- or two-years' experience in financial management.
- Basic understanding of accounting principles
- Proficiency in Microsoft Excel and other MS Office applications
- Good communication and interpersonal skills
- Working language in English.
- Additional certificate is an added advantage.

### Benefits:

Interested candidates should send their CV and a brief cover letter to: [info@dapho.org](mailto:info@dapho.org)  
Subject line: Finance Intern Application Gombe - (Your Name)

**Application Deadline: 24th April, 2026**

*DAPHO is an equal opportunity organisation and encourages applications from all qualified individuals, regardless of gender, disability, or background.*