

TERMS OF REFERENCE

Position: Finance Officer

Duration: Full time (One-year renewable contract)

Location: Accra or Kumasi

Start date: As soon as possible (ASAP)

Deadline: 13th December, 2020

About The Green Africa Youth Organization (GAYO)

GAYO is a youth-led gender-balanced Non-Governmental Organization (NGO) which advocates for environmental sustainability and community development. Founded in 2014, GAYO is dedicated to raising awareness, educating and building the capacity of different stakeholders to adopt sustainable environmental practices that satisfy the needs of the present generation without compromising the ability of future generations to have a good quality of life. GAYO's work focuses on reducing the threats to human society which include but are not limited to the effects of climate change, disasters caused by natural hazards, and societal inequalities. As a result, GAYO's interventions intentionally target the vulnerable in society; children, youth and women. To achieve its objective, GAYO works with various institutions and multiple levels of governance (local, national, regional and global) to implement sustainable agriculture, circular economy and renewable energy activism interventions that provide green jobs and better environmental conditions for all.

Visit our website for more information: www.greenafricayouth.com

Position description

GAYO has worked over the past five years with local and international partners on multiple projects particularly focusing on green jobs and youth engagement through three main thematic areas: Disaster Risk Reduction, Circular Economy and Zero Waste Management and Climate Change Adaptation. The Finance Officer will support the flow of financial resources to Project Managers for the execution of various projects, monitor budgets and expenditures, preparation and revision of budgets, and ensure compliance with relevant financial standards. The ideal candidate is someone with strong interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. The person is highly organized and able to handle time-sensitive tasks. Ultimately, she or he is responsible for the day-to-day management of GAYO's financial transactions and procedures. The core responsibilities of the

role are listed below, however, other additional duties may be required based on organizational need.

Primary Responsibilities

1. Ensure that adequate financial controls are in place to maintain proper accountability of expenditures;
2. Ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements and financial audits;
3. Monitor budgets and expenditures and contribute to preparation and revision of budgets;
4. Finance Officer must ensure GAYO financial books are compatible with the corresponding state procurement laws and financial standards;
5. Preparing and submitting timely and reliable financial documents and financial reports to our partners;
6. The Finance Officer wherever necessary, must prepare project budgets, financial reports, statement and submit to the appropriate manager;
7. Where possible, the Finance Officer must establish a computer based monitoring system for expenditures;
8. Whenever necessary, the Finance Officer must check and ensure that all procurement processes and expenditures are followed accordingly;
9. Check budget lines to ensure that all transactions are booked to the correct budget lines and receipts are obtained for all payments.

Specific Responsibilities

1. Keep accurate records for all daily transactions
2. Prepare balance sheets
3. Process invoices
4. Record accounts payable and accounts receivable
5. Update internal systems with financial data
6. Prepare monthly, quarterly and annual financial reports
7. Reconcile bank statements
8. Ensure accounting records are verified and also participate in financial audits
9. Track bank deposits and payments
10. Assist with budget preparation
11. Review and implement financial policies
12. Keep and maintain all the accounts records in soft as well as in hard form
13. Responsible for all the accounts of the organization and settles all matters of banks

14. Responsible for maintaining ledger books for each program area or office and the main office
15. Any other task assigned by the supervisor.

Qualification and Experience

1. A Master's or Bachelor's degree in Financial Accounting, Business Management, Economics or other relevant disciplines (required);
2. one to two years experience in financial management, accounting or budget officer in an NGO or private sector (desired);
3. Professional qualification certificate will be considered an asset;
4. Experience with donor funded projects will be an added advantage.

Required competencies

1. Proven work experience as a Finance Officer or similar role
2. Solid knowledge of financial and accounting procedures
3. Experience using financial software
4. Work experience with MS Office applications is a must
5. Knowledge of Ghana's financial regulations
6. Excellent analytical and numerical skills
7. Good time management skills
8. Strong ethics, result oriented with ability to manage confidential data
9. Demonstrated experience in procurement and preparation of financial reports and budget variance analysis
10. Excellent communication and analytical skills;
11. You should be familiar with audits, invoices and budget preparations.

Terms and Conditions

1. The position will officially start from **01 January 2021** and is planned to be renewable
2. Probation period is of three months
3. Salary of **1,500 – 1,800 GHS per month**
4. The final salary is to be determined based on the chosen applicant's relevant experience
5. Working hours: 40 per week (full time)
6. Paid leave: 24 days per year (full time)
7. Working language: English

How to apply

1. Please apply via email to info@greenafricayouth.com with '**Finance Officer**' as the subject line;
2. Your application package which should consist of: one-page cover letter stating your interest in the role and highlighting your relevant experience(s) to the role, recent CV, all these merged into one single pdf. Not more than 5 MB in size;
3. Indicate the possible start date in your application.

Equal Opportunity and Employment Policy

GAYOs' hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, tribe, citizenship, age, gender, marital status, socio economic background or sexual orientation. GAYO's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

Please note that applications received after the deadline cannot be considered.

GAYO shall only contact applicants shortlisted for this position. If you do not receive any feedback from GAYO by 15th December, it means you were not successful for this particular position, however, we would recommend regularly checking our website or social media channels for opportunities we continually make available. Thank you.

Application Deadline: 13th December 2020