



JOB OFFER: ASSISTANT FINANCE AND ADMINISTRATION MANAGER

NAME OF RECRUITING ORGANIZATION:

Aid for Socio-Economic and Rural Development (ASERD-GHANA)

ASERD-GHANA is currently looking for an experienced candidate for the Assistant Finance and Administrative Manager Position.

Expected Start Date: 20th May 2024.

1. Our organisation

Aid for Socio-Economic and Rural Development (ASERD-GHANA) is an organization that has an excellent understanding of the local ecosystem of the specific challenges that Communities and Women in Sub-Saharan Africa face. ASERD-GHANA seeks to realize its mandate through programmes and projects implemented in the areas of Child Development, Health, Women Empowerment, Promotion of Human Rights and Justice, Promotion of Peace Building and Conflict Management in Ghana, Youth and Good governance Biodiversity conservation and natural resource management as well as contributing to other sectors/disciplines of sustainable human development in Ghana.

ASERD-GHANA is currently serving as a Member of the North East Regional Peace Council (NERPC), under the National Peace Council (NPC) of Ghana.

The organization's mission is to strengthen the capacities of rural communities through socio-economic, Peaceful living, and livelihood empowerment activities to improve good Climate activities and sustainable standards of living in Ghana. ASERD-GHANA continues to uphold its core values of social equality, non-partisanship, honesty, transparency and accountability, teamwork, and grassroots involvement in achieving its mandates as a Development-oriented organization in Ghana. The organization's vision is that of a community, where the Rural Poor, the Marginalized, and Rural Women have a good standard of living and contribute Proactively to Equitable and Sustainable Community Development.

As a Women and Youth Rights Organization (WRO), we are currently implementing donor-funded projects in the areas of Biodiversity and Climate Security in the Savanna and Northern Regions, and Sustainable peace and security projects in Preventing Violent Extremism (PVE) activities in the North East and Upper East Regions of Ghana.

2. Job purpose and key responsibilities

To assist in managing the day-to-day accounting functions of the organization, ensuring accuracy and efficiency in financial and administrative tasks, for accurate financial record-keeping and compliance with financial regulations.

Under the supervision of the Senior Accountant/Financial Officer or Finance and Administration Manager, he/she is in charge of:



- Prepare and pay GRA, tier 2 Pension & SSNIT returns
- Demand annual departmental budgets and prepare the annual budget of ASERD-GHANA including budget revisions.
- Maintain organized and accurate records of financial transactions, invoices, receipts, and payments;
- Prepare all financial reports requested by donors and other organizations.
- Prepare and submit the annual financial statements of ASERD-GHANA to the Executive Director.
- Input financial data into accounting software or spreadsheets;
- Document assets of the organization
- Develop source documents and an accounting system for handling all financial transactions.
- Reconcile bank statements and other financial documents;
- Process and verify invoices, purchase orders, and expense reports;
- Prepare and process payments to vendors and suppliers;
- Resolve billing discrepancies and issues with vendors;
- Assist the external auditor during the annual financial statement audit.
- Review and verify expense reports for accuracy and compliance with company policies;
- Process and reimburse employee expenses in a timely manner;
- Assist in preparing financial statements, reports, and summaries;
- Compile and organize financial data for audits or reviews;
- Assist in bank and credit card reconciliations;
- Monitor and manage petty cash funds;
- Provide administrative support to the accounting or finance department, such as filing, scanning, and photocopying documents;
- Assist with general office tasks as needed;
- Assist in gathering documentation for audits and financial inspections.

3. Profile

Qualifications and competences

- Bachelor's degree in Accounting, Finance, or a related field.
- Relevant certifications (e.g., part qualification of ACCA, CIMA) are an advantage.

Professional experience

- 1-3 years of experience in an accounting or finance role.
- Experience in the NGO sector is preferred.

Skills

- Strong numerical and analytical skills.
- Proficiency in accounting software and Microsoft Office Suite.
- Attention to detail and accuracy.
- Good communication and organizational skills.
- Ability to work under pressure and meet deadlines.

Language:

- Proficiency in English and local languages of the Northern Regions.

Working Conditions:

- This is a full-time position, with occasional extra hours during busy periods like Weekend, month-end or year-end closings.

4. Conditions

- Status: Fixed-term contract



- Contract duration: 12 months renewable
- Location: Tamale
- Starting date: May 20th, 2024
- Candidates should submit their application, including a detailed CV, Certificates, and cover letter, to info@aserdghana.org with the SUBJECT: **JOB OFFER: ASSISTANT FINANCE AND ADMINISTRATION MANAGER**
- Deadline to apply: May 7th, 2024

ASERD-GHANA recruitment policy encourages diversity and equality. It also aims to improve the representation of women within its workforce, female candidates are therefore strongly encouraged.