

## **JOB DESCRIPTION**

Job Title: Finance Officer-Africa

Location: Accra, Ghana

Interested persons should send their CV's and Cover Letter to [hr@reachforchange.org](mailto:hr@reachforchange.org) with **Subject Line: FINANCE OFFICER & YOUR NAME.**

Please note that only shortlisted applicants will be contacted for interview.

### **About Reach for Change**

Reach for Change was founded in 2010 by Kinnevik and is a co-creation with Korsnäs, Tele2, MTG, Metro and Millicom. Our mission is to create a global movement of smart, brave, passionate change agents to build a better world for children. We do this by finding, supporting and celebrating early-stage social entrepreneurs whose innovative ideas will help solve the most pressing problems facing children and youth. We do this through advocacy, funding, coaching and networking. Reach for Change launched its Africa program in Ghana in 2011 and now present in Rwanda, Tanzania, Senegal, Chad, The Democratic Republic of Congo and Ethiopia.

### **MAIN DUTIES/RESPONSIBILITIES**

Reporting to the Senior Accountant/ Global project controller, the Finance Officer will be responsible for providing a range of financial management support to the Africa Regional Office based in Accra.

### **PRIMARY RESPONSIBILITIES**

- Ensure timely and accurate recording of all financial transactions in line with organizational and donor requirements and deadlines. This involves ensuring that all invoices, cheques payment, electronic fund transfers, advances, petty cash expenses are entered accurately into the Reach for Change's accounting system according to organisational requirements.
- Ensure adherence to financial procedures and policies in line with organizational requirements and best practices in order to safeguard financial resources of the organisation
- Monitor the petty cash and bank balances to ensure sufficient funds are always available depending on the program needs.
- Manage records and receipts, reconcile daily, monthly and yearly transactions, prepare

balance sheets and P & L from SAGE system

- Review balances on a monthly basis to ensure data quality
- Manage and reconcile the bank and cash accounts, prepare weekly cash counts and monthly financial records to ensure financial and resource accountability and effective management of records as required for auditing.
- Manage disbursement and reconciliation of cash advances to ensure recovery.
- Control salary payments to staff, including national insurance and tax liabilities.
- Manage filing of financial reports and budget records to the Reach for Change global office, tax authorities and other governmental agencies.
- Responsible for posting all financial transactions to the sage accounting software
- Creation and consolidation of regional budget according to short and long term business plans.
- Accounting processes control.
- Accounts Receivable/Payable balance control.
- Expenses reimbursement control.
- Work day-to-day closely with the global finance team and respond to any additional assistance

## **KEY REQUIREMENTS**

- University degree in accounting, finance, business or a related field
- CA level II student
- Minimum of 5 years experience in a similar role ideally in a small organisation with end to end hands on exposure.
- Confident can-do attitude with a strong sense of purpose
- Firm ability to negotiate and manage expectations vertically and horizontally
- Very strong technical competency evidenced by ability to do complex GL reconciliations and build P/L reports accurately from source documentation
- Strong system accounting capabilities evidenced by firm working knowledge of Sage preferably or any other accounting system.
- This role is high volume role requiring someone with significant tenacity with respect to timely delivery
- Mature, balanced personality with ability to maintain cool head under intense pressure