



## **JOB DESCRIPTION**

Job Title: Senior Accountant / Project Controller

Country: Ghana

Salary: to be negotiated based on experience.

Applications will be reviewed on a rolling basis and position will be filled the moment a suitable candidate is found. Early applicants will have an advantage.

**Interested persons should send their CV's and cover letter to [hr.africa@reachforchange.org](mailto:hr.africa@reachforchange.org) with Subject Line: Senior Accountant/Project Controller & YOUR NAME.**

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

## **About Reach for Change**

Reach for Change is a non-profit organization that supports social entrepreneurs who are solving the most pressing issues facing children and youth in 17 countries worldwide. It runs innovation competitions, accelerators and incubators that unleash the power of entrepreneurship and innovation to create a better world for children. In Africa, Reach for Change also focuses on women's empowerment as a fundamental catalyst for driving change in children lives. Reach for Change first launched its African operations in Ghana in 2012 and has since expanded into Senegal, Chad, Ethiopia, DR Congo, Rwanda and Tanzania, where it has supported the development of more than 300 social entrepreneurs and impacted the lives of over 1 million children.

## **MAIN DUTIES/RESPONSIBILITIES**

The main responsibilities of this role are twofold; on the one hand manage the accounting function in Accra. The other part of the role involve conducting regular monitoring and follow-up of a number of projects in the Africa region or global portfolio. This role is high-volume, with end-to-end hands on exposure, requiring someone with significant tenacity who can deliver results on-time.

## **PRIMARY RESPONSIBILITIES**

- Supervise the day-to-day work within the accounting function in Accra and manage the finance team.
- Enforce and implement necessary accounting process controls to ensure quality and compliance including proposing updates to the financial policies and procedures.

- Ensure the foundation is compliant with national statutory reporting.
- Manage the finance and accounting systems in the Accra office (potentially including leading an implementation of a new accounting software)
- Lead the local audit/s including project audits
- Provide support to the accounting function in Addis Ababa on an ad-hoc basis
- Prepare and analyse monthly project forecast and yearly financial latest estimate (cumulative current to year end position) and enforce associated budgetary controls.
- Prepare financial project reports to management, donors/partners as required.
- Support creation of financial budgets for fundraising purposes.
- Provide support to Regional Director and Country Managers in the yearly budget process
- Work day-to-day closely with the global finance team and respond to any additional assistance
- Other duties as assigned by line manager.

## **KEY REQUIREMENTS**

- University degree in accounting, finance, business or related field
- ICA level III student or Qualified (or equivalent)
- Minimum of 5+ experience in a similar role
- Previous experience of accounting
- Previous experience of project controlling is preferred
- Confident can-do attitude with a strong sense of purpose
- Structured, independent and ability to take on ownership from start to finish of tasks/projects
- Mature, balanced personality with ability to maintain a cool head under intense pressure
- Strong Excel skills
- Previous international experience is preferred
- Willing to do some travel regionally