



Job Opportunity - Job Description

Role: Finance and Administration Manager

Reporting to: Chief Executive Officer

To apply: Email a cover letter and CV to hr@impactinvestinggh.org

Deadline: 16/02/2024, however, applications will be viewed on a rolling basis so early applicants will have an advantage.

Compensation: Competitive based on experience

Job Summary

The main responsibilities of this role is to manage the accounting and administration functions of the organization including conducting regular monitoring and follow-up of a number of projects and reporting to management and to funding partners. 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

1. Lead the day-to-day work within the finance team
2. Manage the finance and admin team to ensure smooth operations in the country office.
3. Enforce and implement necessary accounting process controls to ensure quality and compliance including proposing updates to the financial policies and procedures
4. Ensure the organisation is compliant with national statutory reporting and lead the local audit/s including project audits.
5. Manage the finance and accounting systems with support from the management team.
6. Prepare and analyze monthly project forecast and yearly financial latest estimate (cumulative current to year end position) and enforce associated budgetary controls.
7. Prepare financial project reports to management, donors/partners as required.
8. Lead financial support to the fundraising team, including financial budgets for fundraising purposes.
9. Work day-to-day closely with the CEO and respond to any additional assistance as required
10. Manage procurement and logistics functions in the office and ensure proper accountability and compliance with all applicable policies.
11. Provide support to the CEO in the yearly budget process.
12. Facilitate and coordinate HR admin responsibilities & activities with support from the CEO.
13. Other duties as assigned by the line manager.

14. Be a thought partner to the CEO.

KEY REQUIREMENTS

- University degree in accounting, finance, business or a related field
- ACCA level II student or Qualified (or equivalent desirable)
- Minimum of 5+ experience in a similar role.
- Experience with an NGO and international NGO advantage
- Previous experience of accounting software such as Sage is an added advantage
- Previous experience of project controlling is preferred
- Strong Excel skills
- Very good spoken and written fluency in English

SKILLS & PERSONAL ATTRIBUTES

- Passionate and committed to IIGh's mission and our programs.
- Approach work with a collaborative "can do" attitude and a desire for continuous improvement
- Flexible and see change as a natural condition
- 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 high peak periods with intense pressure
- Fast learner with excellent analytical and problem-solving skills
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple, sometimes conflicting priorities.

About Impact Investing Ghana

[Impact Investing Ghana](#) (IIGh) is the Ghana National Advisory Board for Impact Investing. We are an independent private-sector led initiative promoting sustainable development and advancing the development of the impact investment ecosystem in Ghana. Established as a nonprofit, IIGh is Ghana's representative to the Global Steering Group (GSG) for Impact Investing. The GSG's National Advisory Boards (NABs) currently cover over 40 countries and provide a global platform to drive investment and increase visibility for its members globally. IIGh aims at tackling Ghana's pressing social and environmental challenges by driving more capital to deliver real impact. We are a local platform representing all the stakeholder groups needed to redirect significant capital flows towards social and environmental impact. Private-sector led, yet in close partnership with the national government, we raise awareness, create market intelligence, change policies, and mobilise additional financial resources for public good. IIGh brings together leaders from the worlds of finance, business, government, social organisations and philanthropy. IIGh has an ambitious plan to support the growth of impact ventures and to catalyse \$1 billion in impact funds for investment in impact ventures in Ghana and the West African sub-region.