

act:onaïd Job Description and Person Specification

Job Title:	Accountant		
Directorate:	Programmes and Policy	Annual Gross Salary Range (GHS):	Senior Managerial (SM 3)
Reports directly to:	Regional Programme Manager		
Location:	ActionAid Ghana, Sunyani office		
Job Purpose: (State major reason for the position)	Responsible for the day-to-day management of the regional office finances as well as supporting partners in the region to establish effective financial management systems to enhance their accountability responsibilities.		
Accountabilities			
Key Responsibilities: (List the major responsibilities the job holder is expected to perform)	Key Activities		
Financial Management and Reporting	<ul style="list-style-type: none">Review payment requests and supporting documents and make recommendation for approval or otherwiseReview cost classification for transactions processed in SUN 6.4 to ensure that they are in line with approved classification and budgetPerform monthly reconciliation to identify errors and omissions and rectify them to ensure data completeness and accuracyPrepare timely monthly and quarterly financial reports to management to aid decision-making in the regional programmeSupport audit of regional programme and follow up on implementation of audit recommendationsReview staff float retirements and post transactions in line with approved budget linesCompile overdue float report for PM’s approval for deductions from staff salary in accordance with LFPPM		
Banking and Treasury Functions	<ul style="list-style-type: none">Responsible for establishing appropriate banking relations in the regionPrepare timely monthly bank reconciliations ensuring accuracy and completeness.Prepare daily cash forecasts to determine the regional programme’s cash needs and advise fund requests and cash remittance in accordance with approved budgetPrepare cash transfer request for the regional programme’s remittances in line with their funding and liquidity requirements		

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	<ul style="list-style-type: none"> • Review petty cash replenishment requests and advise on required amount • Conduct periodic surprise petty cash counts with Programme Support Officer and reconcile any differences. • Follow up with bankers for corrections of errors and other banking transactions including follow ups on audit circularisation and amendment of signatories. • Maintain a register of cheque books obtained from the bank, issue books for transaction processing and make periodic requests from the bank as and when necessary
Budgets and Budgetary Control	<ul style="list-style-type: none"> • Support allocation of available resources for programme activities in the region • Provide the necessary budget and costing guidelines for the programme team. • Support programme officers, partners and other team members to complete costing and budgeting templates for review and approval • Consolidate regional programme's budgets and prepare cash flows in accordance with the expenditure phasing per activities costing • Work with PM and other budget holders to review and revise budgets in accordance with feedback received from budget reviewers. • Actively participate in PRRP processes to identify finance and accountability issues that should be spearheaded by the finance team
Contract Management	<ul style="list-style-type: none"> • Responsible for overall financial management of Projects implemented in the region • Responsible for the costing of project proposals initiated or relating to the region • Liaise with Finance Manager to create project codes, budget codes and vision reports for the project in line with donors reporting format • Provide periodic management reports to project team and for donors report • Facilitate the audit of project activities in the region • Support proposal development and costing of activities of concept notes and proposals using appropriate activity costing sheets and convert to donor formats as may be prescribed • Conduct site visits for construction projects and use information to review payment requests and engineers' certifications before payments are made.
Partnerships	<ul style="list-style-type: none"> • Support partners in the preparation of their annual plans and budgets • Review periodic work plans submitted by partners and recommend appropriate action to Programme Manager • Review and reconcile partners report with funds transfer and take appropriate action to facilitate future transfer of funds

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	<ul style="list-style-type: none"> • Conduct expenditure verification to reconcile funds transfer against work done and identify internal control and capacity gaps and recommend appropriate action to management and the partner • Submit Quarterly Expenditure Verification Reports (EVR) to Internal Auditor • Design appropriate support and capacity building programmes to support partners to address their internal control and capacity weakness • Where appropriate support partners to address audit recommendations from internal or external audits • support appraisal of new partners and report to management
Other Responsibilities	<ul style="list-style-type: none"> • support capacity building of non-finance staff on financial management • Support implementation of programme activities and act as facilitator, rapporteur, manage programme float for payment of per diem and other workshop related payments, or perform other functions as may be appropriate and determined by the Regional Programme Manager • Perform stock counts and fixed assets verification jointly with Programme Support Officer • Review all legal documents generated from the region and advise management accordingly • Maintain register of contracts and other legal documents of the organisation • Support profile/message collection and photo updates from time to time as the Regional Programme team may prescribe • Perform float and staff debtor circularisation and advise management on appropriate action on overdue debts and defaulting staff • In the absence of the Programme Support Officer, or whenever necessary, process transactions, cheques and capture data into SUN 6.4 in real-time • Perform other functions that will be assigned by management from time to time
Safeguarding Responsibilities	<ul style="list-style-type: none"> • To be abreast with the child protection and safeguarding policies • Educate relevant stakeholders on child protection and safeguarding policy as appropriate. • Report safeguarding issue that emerge in course of duties to Supervisor
Relationships/Assets maintained	
Internal Relations (Describe level and nature of contacts with AAG)	Maintains contact with all staff
External Relations (Describe level and nature of contacts outside AAG)	Maintains contact with Partner institutions, Banks, peer NGOs, ICAG, MTO of GRA

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<i>Responsibility for Assets (Describe types of assets directly handled or supervised)</i>	Has responsibility for the protection and efficient utilization of AAG assets including office equipment assigned
COMPETENCIES:	
EDUCATIONAL QUALIFICATION (State minimum entry educational/professional qualification required by the position).	Must hold at least a master's degree in accounting or finance or its equivalent with three (3) years' working experience with an NGO. Membership of a relevant professional accounting body (ACCA, CIMA, ICA, CPA) and work experience in the development sector will be an added advantage.
TECHNICAL (State core job knowledge/skills required for successful execution of the job)	<ul style="list-style-type: none"> • Knowledge of HRBA programming • Knowledge of Financial and management accounting • Knowledge of budgets and budgetary control • Knowledge of treasury and cash management • Knowledge of procurement and stores management • Knowledge of project and contract management • Knowledge of advanced spreadsheet, word-processing and presentation • Advance knowledge of accounting software especially SUN 6.4 and Info Q&A 11 • Knowledge of audit and attestation • Knowledge of internal control and application of accounting standards • Knowledge of the use of management science tools for both situations of certainty and uncertainty • Knowledge of payroll preparation and reconciliations • Knowledge of applicable tax regulations in Ghana applicable to the operations of NGOs • Knowledge of corporate law
PERSONALITY (State core personal attributes required for successful execution of the job)	<ul style="list-style-type: none"> • Reliability • Risk Orientation • Reaction time • Proactive • Sensitivity • Analytical • Openness and candour

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	<ul style="list-style-type: none"> • Integrity • Initiative • Coping with pressure • Detail orientation • Objectivity
Competency Profile	
Competency	What it looks like
Reliability	Ability to keep to time and other commitments, delivers commitments made to others.
Risk orientation	Ability and willingness to take risks and accept consequences.
Reaction time	Ability to thin on one's feet and react appropriately to situations.
Proactive	Ability to identify and exploit opportunities and in taking pre-emptory action against potential problems and threats.
Sensitivity	Being sensitive to other people's feelings, needs, thoughts and values.
Analytical	Ability to approach a problem by using logical, systematic, sequential approach.
Openness and candour	Ability to disclose feelings, thoughts and views frankly without being hostile.
Integrity	Being honest, fair and ethical; shows consistency in words and actions, models high standard of ethics.
Initiative	Ability to voluntarily take the first steps to identify and address existing and potential obstacles, issues and opportunities.
Coping with pressure	Ability to cope with work, time and people pressures.
Detail orientation	Ability to cope with detail without getting lost; ability to pay attention to, be concerned with, or analyse detail without getting bogged down.

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Objectivity	Ability to base conclusions and decisions on facts, measurable and observable analysis.
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