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April 2024

## Vacancy: NGO Finance and Administrative Manager

### Summary

<b>Responsible to</b>	Programme Director and Board
<b>Sector</b>	Charity
<b>Position</b>	Finance and Administrative Manager – full-time
<b>Duration</b>	Two-year renewable contract
<b>Compensation</b>	To be negotiated
<b>Location</b>	BfDG project locations / TBC

### Job description

Bees for Development Ghana is a specialist, dynamic and expanding not-for-profit working in Ghana to improve people's lives through beekeeping. We have an exciting new opening for the right candidate to help the organisation achieve its potential. This new role has come about due to receipt of new grant-funding and an expanding portfolio of work, including the growth of our social enterprise.

The successful candidate for the Finance and Admin role must be suitably qualified and have at least five years of relevant experience to be considered for this role.

#### **Purpose and Key Responsibilities**

We are looking for an experienced finance and admin professional, able to work to the highest standards of accountability and accuracy, to be part of our senior management team and play a crucial role in the development of our NGO. The post-holder will be responsible for overseeing all financial management duties of the organisation. You will take a strategic view of our systems and processes and provide clear and timely management accounts and analysis to Management and Executive Council. You will lead on ensuring our NGO is legally compliant and has strong policies in place to ensure we are a well-governed NGO able to tackle increasingly complex demands. You will be able to manage multiple priorities, work to deadlines and have a keen eye for detail.

#### **The Finance and Administrative Officer will:**

- Take responsibility for creating, managing and reviewing financial policies, systems and processes to guide the organisation's financial decision-making.
- Manage payroll and ensure the necessary payments and returns are made to GRA in timely manner.
- Prepare fully for the annual audit including preparation of the annual accounts.
- Complete regular reconciliations for our bank accounts.

- Ensure creditor and debtor reports at month end are reconciled and that creditors are paid accurately.
- Create and maintain all processes and systems to ensure the smooth running of the finance function.
- Assist the programme team in the preparation of fundraising applications.
- Ensure Bees for Development Ghana policies, procedures, systems and documentation are used professionally and consistently and that no action is taken/omitted that will jeopardise Bees for Development Ghana's good name and reputation; ensure all files and documentation, such as contact information, meetings, agreements, grant agreements, funding information and financial information is accurately maintained and updated.
- Be responsible for keeping up-to-date and accurate records of financial transactions (currently on QuickBooks Online) and oversee the work of the Finance Assistant.
- Scrutinise organisational expenditure, ensure compliance with financial policies and recommend improvements in procurement and expenditure control to ensure value for money.
- Ensure legal and regulatory compliance for the NGO on all financial matters and handle annual filing with Registrar General and Department of Social Affairs.
- Provide senior-level financial management support to Management
- Produce finance reports for the Executive Council (EC) including cashflows, budget updates and finance-related issues.
- Keep abreast of relevant finance matters including changes to legislation and accounting practices such as regulatory frameworks.
- Create and present forecasts, communicating these to staff and EC as required, in liaison with Management and provide reliable, regular and relevant information to assist management in financial control, forecasting, budgeting and planning.
- Provide support and training to staff (and if required, EC and volunteers) in understanding financial information and data.
- Take part and contribute to team meetings.
- Advise Management and Executive Council on financial issues, strategic direction and fundraising.
- Attend and actively participate in any finance-related meetings.

## **Skills and Experience**

### **Essential:**

- The candidate must have a Bachelor's degree or higher in accounting, finance, business administration, or related field.
- A minimum of five years of NGO finance management and administration, including establishing and managing financial policies, procedures and systems.
- Experience in producing and presenting financial information to Management and non-finance staff.
- Experience line managing staff members.
- IT proficiency (Outlook, Excel, QuickBooks).
- Experience in financial transaction processing and record keeping.

- Experience in payroll administration.
- Experience with producing management and statutory accounts.
- Knowledge of statutory and non-statutory reporting requirements.
- Ability to work effectively as a member of a team.
- Understanding of the impact of finance on operational activities, and vice versa.
- Strong budgeting and financial management skills.
- Accurate bookkeeping and managing control accounts.
- Ability to communicate complex financial issues clearly and succinctly, verbally and in writing.
- Highly organised with attention to detail and the ability to manage multiple priorities.
- Knowledge of accounting and regulatory framework for charities.

**Application and Interview Process:**

Closing Date: 31 May 2024

Shortlist Candidates: We will contact candidates in the week commencing 10 June 2024.

Interviews: Week commencing 17 June 2024

**Application Instructions**

Please submit your CV and a covering letter to [marthaadjorlolo@beesfordevelopment.org](mailto:marthaadjorlolo@beesfordevelopment.org) by Closing Date. Please explain how your skills and experience match the job specification and why you consider you are the best candidate for this role.

**More about Bees for Development Ghana**

Please see our website: [BfD Ghana | Bees for Development Ghana](#)

**Open to all**

We are an equal opportunities organisation, that strives to ensure all potential employees are given equal opportunities in their application and processing for employment irrespective of sex/gender, age, class, ethnicity, nationality, sexual orientation, and locality.