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April 2024

## Vacancy: NGO Finance Assistant

### Summary

<b>Responsible to</b>	Finance and Admin Manager
<b>Sector</b>	Charity
<b>Position</b>	Finance Assistant – full-time
<b>Duration</b>	Two-year renewable contract
<b>Compensation</b>	To be negotiated
<b>Location</b>	Donkorkrom

### 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 an expanding portfolio of programme work and the growth of our social enterprise. Our social enterprise buys and sells honey produced by beekeepers in Afram Plains and is based at our honey processing centre in Donkorkrom.

### Job purpose

This role is responsible for making payments, keeping track of honey sales, data entry into the finance system, and information management. The role will also support procurement processes, asset management and programme delivery. The role will support management of financial information relevant to programme delivery by preparing reports, management accounts, project budget vs actuals. The role will support programme staff to account for programme expenses. The role will support the financial activities of the social enterprise, including paying beekeepers using MoMo and remitting and recording income from honey sales.

### Key responsibilities

- Post data into the finance system after checking on accuracy and integrity and completeness of payment vouchers.
- Ensuring accuracy and correctness of Journals before posting.
- Ensure that all transactions are entered as they occur and reconciled weekly.
- Prepare monthly bank reconciliation at the end of the relevant period.
- Make payments and bank correspondence.

- Help maintain oversight of organizational equipment and facilities (vehicles, office machines, buildings).
- Advance Management, including following up on documentation, and ensuring the correctness of all advances and retirements.
- Oversee the petty cash accounts, ensuring that all transactions are appropriately receipted and recorded, with minimal financial exposure in the movement of cash.
- Oversee the retirement of Staff advances and follow up for prompt action where required.
- Help with the timely preparation of statutory accounts.
- Work with project managers to ensure timely reporting of project expenditure, to inform monthly reconciliations against project budgets, and explain any variances to planned expenditure.
- Support transactions and records associated with BfDG's honey social enterprise
- Work with senior management and the teams to prepare annual budgets.
- Keep an asset register of the company's Assets in the format approved.
- Any other duties that may be assigned by Finance and Admin Manager.

### Required skills, experience and attributes

The successful candidate must be:

- Have excellent understanding of basic finance concepts and practices
- Efficient, reliable and organised
- Have excellent written and verbal communication skills
- Highly focused and confident
- Proficient in relevant computer applications such as MS Excel, Word
- Able to prioritize multiple tasks
- Able to work effectively under pressure and with minimal supervision
- Familiar with QuickBooks Online (desirable)

### Qualifications

- University degree in Finance/Business Administration or relevant experience
- At least 2 years relevant work experience

#### 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.

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

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