

Head of Finance And Administration

Location:	Tamale, GHANA
Application Deadline:	22-August-2023
Type of Contract:	Service Contract
Languages Required:	English
Starting Date: <i>(Date when the selected candidate is expected to start)</i>	01-September-2023
Contract Type:	Permanent
Level	Managerial

About Us

Songtaba is a women-led advocacy organization committed to securing the basic rights for women and children, in the Northern, Savannah and North East regions of Ghana. The mission of Songtaba is to work with poor women and children in identifying the root causes of their impoverishment and addressing them in a rights-based manner. Core of the mission of Songtaba is working with very excluded women in our communities (women who have been accused as witches and banished to live in camps settlements), persons with disabilities, women smallholder farmers to have long term access to productive resources, girls and their networks in protecting them from all forms of violence including child/force marriages and young women by supporting them to develop alternative livelihood skills.

Scope of Role:

Songtaba is seeking the services of a self-motivated individual to join our team as Head of Finance (HoF). The HoF will provide leadership and direction to the finance and administration team with close oversight of the organisation's finances, including financial analysis and accounting management. The ideal candidate will have a strong background in financial management and be able to provide leadership and direction to our finance team. We seek a self-motivated individual with a passion for finance.

Reports to: Executive Director

Responsibilities

- Develop and oversee all financial and accounting systems, policies, procedures, and internal controls, adapting them as necessary to meet changing regulations and best practices
- Establish efficient financial and operational systems including internal audits, compliance, and risk management
- Lead the annual budgeting process and review all financial plans and budgets, monitoring progress and changes

- Manage the monthly and yearly financial statements and budgets, including monthly and quarterly forecasting and variance analysis
- Oversee annual financial audits of the organisation and ensure compliance with tax laws of Ghana and other statutory requirements
- Prepare and execute action plans to improve the efficiency and effectiveness of finance and administrative operations and to mitigate operational and compliance risks
- Periodically assess the efficiency and effectiveness of finance and administration procedures in relation to the delivery of technical activities on time and at optimum cost
- Ensure that program funds are utilized appropriately by the close of the fiscal year
- Supervise the management of cash disbursement and petty cash account
- Asset management
- Advise management on financial matters
- Support in the fund-raising activities of the organisation
- Ensure all staff and beneficiary data and other relevant documents are kept in a confidential manner
- Continuously improve the administrative and financial procedures and routines
- Lead management administration matters and further establishment of administration procedures and feedback systems
- Provide guidance and oversight to the Executive Director with overall resource planning for the projects and monthly reporting all aspects of Finance, HR and Admin.

Qualifications

- Master's degree in finance, economics, business administration, or related field is required.
- Qualified Accountant under the Institute of Chartered Accountants Ghana or an equivalent body.
- Minimum 6 years of progressive work experience in financial control and audit related field including 3 years of experience in a senior management position, providing administrative oversight and management systems development.

- Experience working with local or international NGOs in Ghana is a plus.
- Familiar with accounting solutions such as quick books.
- Fluency in English required.

Skills and Behaviours

i) Accountability

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Songtaba's values at all times

ii) Ambition

- Sets ambitious and challenging goals for self and teams, takes responsibility for his/her own personal development and encourages others to do the same
- Widely shares his/her personal vision for Songtaba, engages and motivates others
- Future orientated, thinks strategically

iii) Collaboration

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

iv) Creativity

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

v) Integrity

- Honest, encourages openness and transparency

Language:

- Fluency in English and a local language.

How to Apply For The Job

- Interested candidates should submit CV and Cover Letter to applications@songtaba.org

Salary

- Very Attractive