

JOB VACANCY ANNOUNCEMENT!!!

ABOUT ORGANIZATION: Songtaba, a women and child rights advocacy organization based in Tamale is looking forward to hire a qualified person, preferable a woman for the position of a Finance officer.

1. FUNCTIONAL COMPETENCE

- a. Knowledge and experience in financial accounting tools
- b. Strong oral and written communication skills.
- c. Good organizational and financial administrative skills
- d. Ability to multi-task and exhibit creativity and enthusiastic

2. KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- a) Budget tracking and ensuring value for money in all processes
- b) Overseeing and monitoring the expenditure of the project accounts
- c) Assisting in planning and implementation of activities and submit report to supervisor.
- d) Preparing a timely report on all financial obligation with regards to all projects assigned
- e) Review and analyze supporting documentation of financial transactions to ensure all required document are accurate and complete and in compliance with best practice and standards
- f) Providing accounting services to the organization and support other financial management processes in line with the organizational policies.
- g) Prepare various, periodic and ad hoc financial reports, as needed, and perform variance analysis to assist with decision making and proper management of financial resources.
- h) Recording all financial transactions under assigned projects into internal databases.
- i) Processing monthly payment of salaries and staff pay slips and other statutory payments

QUALIFICATIONS

The candidate should have a minimum of first degree in Accounting. A professional qualification under the ICA shall be an added advantage with a minimum of part 2.

Must have a minimum of three (3) years working experience in an accounting/finance related field in the NGO sector.

APPLICATIONS

All interested applicants can send their applications to applications@songtaba.org

Applications are opened until 17th February, 2023