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