



Job title	Finance Officer
Programme	Ghana Somubi Dwumadie
Location	Accra, Ghana
Reporting to	Finance Manager
Responsible for	N/A
Liaison with	Other members of the programme team, vendors, and Government regulatory authorities.
Hours	Full time
Type of contract	Fixed Term contract until 31 st March 2024
About Options	
<p>We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
Our Values	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none">• Our expertise delivers sustainable impact• Our work generates profit with a purpose• Through growth and learning, we find new ways to solve complex problems• We act with integrity, always	

- We are building a truly equitable workplace

Main purpose of the job

Ghana Somubi Dwumadie (Ghana Participation Programme) is a four-year disability programme in Ghana, with a specific focus on mental health. This programme is funded with UK aid from the UK government. The programme is run by an Options' led consortium, which also consists of BasicNeeds-Ghana, Kings College London, Sightsavers and Tropical Health, and focuses on four key areas:

1. Promoting stronger policies and systems that respect the rights of people with disabilities, including people with mental health disabilities
2. Scaling up high quality and accessible mental health services
3. Reducing stigma and discrimination against people with disabilities, including mental health disabilities
4. Generating evidence to inform policy and practice on the effectiveness of disability and mental health programmes and interventions

The Finance Officer will be working with the Finance Manager to help manage the programme, and Options Ghana expenditures and accounts. He/she will assist in applying accounting principles and procedures to analyse financial information, prepare accurate and timely financial reports and statements, and ensure appropriate accounting control procedures. The Finance Officer will also be responsible for maintaining the finance database on SharePoint.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

- Assist the Finance Manager in managing day-to-day finance operations, including implementing Options policies, procedures, and systems, reviewing accounts payable documents for proper accuracy and completeness
- Assist the Finance Manager with tracking and reconciling of bank statements to the cash book.
- Assist The Finance Manager in issuing and reconciling advances to staff
- Assist with the filing and maintenance of Finance documents on SharePoint.
- Manage the process of clearing bills, payments, and vouchers; and assist in the
- Ensure financial records are maintained in compliance with accepted policies and procedures.
- Assist with QuickBooks transaction entries.
- Provide procurement and logistics support for workshops and other
- Help with the procurement of goods and services.
- Provide support for the day-to-day logistics arrangements for programme activities.
- Aid with the compliance of Options Ghana finance policies and procedures.
- Other tasks as assigned.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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Person specification

Criteria	Essential	Desirable
Qualifications		
Bachelor of Commerce, Business Administration, or related undergraduate Degree Minimum ACCA/CPA/CA 2 qualification in accounting	✓	✓
Experience		
Must have at least 2 to 3 three years of work experience in bookkeeping, and accounting. Previous experience working on donor-funded projects, or an INGO is an asset. Excellent Spoken and Written English highly desired Good computer skills in programs including MS Word, Excel, PowerPoint, and Outlook Ability to work under pressure in challenging working conditions Ability to take initiative and be a team player	✓ ✓ ✓ ✓ ✓	✓
Skills and attributes		
Excellent financial management skills Strategic thinking, problem solving and decision-making skills Planning and organising Strong relationship management skills Strong verbal and written communication skills Excellent compliance and local regulatory knowledge and management skills	✓ ✓ ✓ ✓ ✓ ✓	

Other requirements		
Commitment to equal opportunities	✓	
Strong commitment to human rights, equal opportunities and pro-choice	✓	
Fluency in English (spoken, written, reading)	✓	
Fluency in Ghanaian languages (spoken)		✓
Ability to travel within Ghana	✓	