

Job description

Job title	Finance Manager
Location	Accra, Ghana
Reporting to	Team Leader
Responsible for	N/A
Liaison with	Programme team, as well as Options team globally and programme partners
Hours	Full time, 40 hours per week
Type of contract	Fixed Term, Full time

Organisation

Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of MSI Reproductive Choices. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.

Main purpose of 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 International 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

Ghana Somubi Dwumadie is undertaking a range of activities to address the impact of the COVID-19 pandemic on people with disabilities, including mental health disabilities.

Based in Accra, the Finance Manager is responsible for the efficient, timely and accurate provision of Financial Accounting for the programme, compliant with Options quality standards and procedures and FCDO requirements. The postholder will also be heavily

involved in donor reporting, interpretation of financial information and advising senior management on financial decisions as part of the senior management team on the programme. In addition, the post holder will be responsible for complying with Ghanaian taxation law and other legal requirements.

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

Finance tasks

- Record and substantiate financial transactions by quality assuring expense documents, approvals, and budgets
- Lead on supporting audit processes, alongside programme manager and business accountant
- Support with the management of milestone-based payments to partners (sub-contractors)
- Provide detailed quality assurance on budget development and management by programme manager, and support work planning and budgeting processes
- Prepare accurate monthly and quarterly financial reports for Team Leader, internal Options reporting, donor and programme board, and as required, including expense reports, bank reconciliation, profit and loss, balance sheet, budget and forecast.
- Lead on invoice management, with support of programme manager
- Act as procurement committee member and evaluate financial proposals, taking into consideration value for money and inclusion
- Prepare statutory payments and filings
- Verify, allocate, post and reconcile transactions
- Prepare payroll in with local statutory requirements ensuring Options Ghana is making and remitting the necessary employee and employer deductions
- Ensure financial information is secure in line with Options policies and procedures
- Maintain petty cash imprest system and mobile money account
- Act as designated anti-money laundering officer
- Contribute to Management Accounting cycle in line with the Options monthly schedule.
- Lead on tracking of profit across the programme including reporting and forecasting profit accurately
- Maintain accounting controls by preparing, and monitoring policies and procedures
- Reconcile financial discrepancies by collecting and analysing financial information, and reporting to the Team Leader

Capacity building and teamwork

- Provide mentoring and capacity building support to Programme Officer and Finance Officer (Grants).

- In the spirit of teamwork, provide flexible support to colleagues across Options and the consortium
- Contribute to the development of team tools/sharing best practice within the team/organisation.
- Cover for colleagues in their absence.
- Take on line management responsibility as required. These will include, but not limited to, conducting ongoing performance management of team members, including annual appraisals and leading and / or supporting the recruitment process for new team members

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		
Member of recognised accounting professional body, such as Institute of Management Accountants or Chartered Institute of Management Accountants	✓	
Bachelor of Commerce, Business Administration, or related undergraduate degree	✓	
Experience		
Significant experience supporting programme finances and administration of multiple government or donor-funded programmes in a similar role	✓	
Experience of managing payroll and related systems and policies	✓	
Experience providing administration and logistical support to team/colleagues over multiple locations		✓
Experience in procurement according to best practice guidelines	✓	

Experience line managing a finance and administration team to deliver results, including remote management		✓
Experience of working as part of an international organisational and providing reporting information		✓
Skills and attributes		
Strong administration and organisational skills, excellent time management	✓	
Excellent verbal and written communication skills	✓	
Excellent numeracy and financial skills, with strong attention to detail and accuracy	✓	
High level IT proficiency, competent user of Microsoft Office (including Microsoft Excel and Word)	✓	
Proficient with accounting software, including QuickBooks.	✓	
An ability to work independently and as part of a wider team, supporting team members across multiple locations	✓	
Ability to meet deadlines and work under pressure	✓	
Interest in and knowledge of health development issues		✓
Other requirements		
Pro-choice	✓	
Commitment to equal opportunities	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Fluency in written and spoken English	✓	