

Grants Finance Officer- GI WASH

Location: [Africa] [Ghana]

Town/City: Savelugu

Category: Finance

Job Type: Fixed term, Full-time

World Vision Ghana (WVG) is looking for a highly qualified, proactive, and motivated person to fill the position of Grant Finance Officer for GI-WASH.

Purpose of the Position:

Manage the day-to-day financial transactions and safeguard assets of Grants entrusted by the Donor party in line with World Vision International financial policies and procedures and donor requirement. To provide overall financial management of grants projects in order to ensure that the grants have adequate financial facilitation for all programme activities

Key Responsibilities

Ensure all supporting documents for financial transactions are complete, accurate, and relevant and comply with World Vision International (WVI).

Review monthly input in SunSystems of grants vouchers & ensure all coding is correct and they comply with the World Vision Ghana (WVG) coding & business rules.

Perform and analyze financial summaries and reports for review by the related project managers, finance managers, and other managers on a monthly basis.

Ensure all relevant information relating to the grant is available on timely basis and also grant documents from proposal to the final stage are properly filed.

Review all project employees' and partners' expense reports to ensure complete compliance with WV Policy.

Liaise with the Project Manager to ensure that Project procurement plans are implemented within the budget timelines.

Lead the acquisition of grant funding that support employment creation, income generation, and value addition and marketing opportunities for target families, groups and communities.

Assist Programs Managers to establish village savings and loan schemes and other products and liaise with Vision Fund to ensure that successful groups access micro finance to develop and grow their micro enterprises / businesses.

Build staff capacity and provide technical assistance to stakeholders and communities to ensure effective partnering that improves results.

Assist the projects staff in pre-audit preparations for both internal and external audits.

Identify and provide basic financial training to the sub recipients and to the grant projects non-finance staff.

Support the GAM team in preparing budget for new proposals.

The Candidate must have:

Degree in Accounting/Finance or Part 11 of ACCA, CA/CIMA.

Good working knowledge in accounting software.

Advanced knowledge in MS Excel/Word/PowerPoint

3 years of professional experience in Accounting.

At least 2 years on Grant programs.

Demonstrate commitment to World Vision's mission and core values.

Must be a committed Christian, able to stand above denominational diversities.

Ability to adapt easily to different contexts and work under pressure.

Work/Environment

Work environment: Office-based with frequent travel to the field

Travel: Minimum 50% domestic travel required

The position is based at GI-WASH in Savelugu