

Grant Finance Director

Location: [Africa] [Ghana]

Town/City: Savelugu

Category: Finance

Job Type: Fixed term, Full-time

PURPOSE OF POSITION

World Vision seeks a Grant Finance Director candidates for an anticipated USAID funded project in Ghana focused on increasing access to sustainable water, sanitation and hygiene services to targeted districts in Northern Ghana. The Finance Manager is responsible for the financial management of a USAID-funded WASH grant from start-up through close-out. S/he ensures proper financial management, accountability, planning, and reporting in alignment with the goals of the grant, World Vision financial procedures, USAID regulations, and the grant agreement.

MAJOR RESPONSIBILITIES

- Advise program teams on resource integration options to meet match requirements of grants and on recovery of indirect and field ministry service costs for grants and private funding.
- Lead the development of the annual program team operating budget, monitor actual performance and develop project projections.
- Review and/or generate financial reports for compliance with grant and donor requirements.

- Analyze spending trends and provide feedback and analysis to team leaders and field colleagues on areas with significant over- or under spending.
- Prepare close-out documentation at end of funding cycles in compliance with government regulations.
- Support government and World Vision International audits, provide required information and facilitate audit recommendations implementation.
- Consult Chief of Party and Deputy Chief of Party on cost allocations, general accounting, internal controls and administrative systems as required
- Implement financial policies in accordance with World Vision Field Financial Manual, USAID Rules and Regulations and local financial regulations.
- Practice standard financial systems, including implementation of good internal controls, asset monitoring and reconciliation of all funds accounts.
- Oversee preparation of financial documents and ledgers.
- Assure that all grant policies and regulations are adhered to in the charging of cost.
- Assure that cash transactions are well planned, controlled and reported.
- Liaise with appropriate partner offices regarding financial and accounting issues.
- Perform other duties as assigned by line manager.

KNOWLEDGE, SKILLS AND ABILITIES

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- 1st degree in accounting, finance, or international business management.
- Excellent command of Excel and SunSystem.
- Fluency in English and [French is an added advantage], both written and spoken.
- Must be able to work in a cross-cultural environment.
- Must be able to work with multiple deadlines and high demands.
- Ability to handle sensitive and confidential information with absolute discretion.
- At least five years of accounting and/or grants management experience.
- Three years USAID grant experience.
- At least 2 year experience managing staff.

Working Environment / Conditions:

- *Work environment:* Office-based with frequent travel to the field
- Travel: 30 % Domestic travel is required. 5-10 % international travel.
- *On call:*

