

## Job Description

### Finance Officer

<b>Role</b>	Finance Officer
<b>Responsible for</b>	Supporting the Finance Manager in managing financial accounting/operations, grants administration, and financial policies and procedures
<b>Location</b>	Afrobarometer Secretariat, Accra
<b>Reports to</b>	Finance Manager (FM)
<b>Direct Report</b>	None

### Organizational Overview

Afrobarometer (AB) is a Pan-African, nonpartisan, nonprofit research network that measures the political, economic, and social atmosphere in African countries. Guided by the vision that African societies thrive when African voices count in public policy and development, Afrobarometer provides high-quality data and analysis on citizens' evaluations and experiences of democratic governance and quality of life. This is provided as a public benefit and is free to policymakers, policy advocates, civil society organizations, academics, news media, donors and investors, and ordinary Africans.

Launched in 1999 in 12 countries, Afrobarometer has completed more than 300,000 interviews in survey rounds in up to 39 countries. Round 8 surveys, which concluded in July, covered 35 countries. Round 9 will commence in October 2021. Afrobarometer currently conducts face-to-face computer-assisted interviews in the language of the respondent's choice with nationally representative samples. Effective analysis and communication of survey findings, as well as capacity building for survey research, analysis, and communications skills, are integral parts of Afrobarometer's work.

Among Afrobarometer's key achievements are proving that citizen research can be conducted even in fragile, post-conflict, and closed political environments in Africa; legitimating public opinion as a pillar of African democracy; and building a network of researchers that has earned the reputation as the go-to source for reliable data on what Africans are thinking.

Afrobarometer's institutional values are *independence, excellence, collaboration, and commitment*. Afrobarometer individual values are *integrity, respect, responsiveness, cooperation, and fairness*. Funders and other stakeholders are treated as partners in the advancement of Afrobarometer's mission. *Relationships, non-partisanship, trust, and accountability* are at the core of our work. Afrobarometer staff and network members appreciate benefiting from colleagues' *creativity, diligence, and enterprise*, and value *the ability to work individually and as part of a team*. The qualities of *leadership, initiative, and excellence* are nurtured and rewarded. In pursuance of these values, all staff are required to abide by the Afrobarometer Statement of Personal and Professional Standards of Conduct.

### Role Overview

The Finance Associate will assume a supportive role in the finance and administration department. He/she will report to the Finance Manager. The primary responsibilities are to assist in the management of all financial accounting/operations, grants administration, policies, and procedures of the Afrobarometer. The Finance Associate will also assist in the management of all external accounts and relationships. Success requires effective cross functional management with members of other departments. The Finance Associate will also play a supportive role in projects which may proficiency in handling spreadsheets, solid cost/managerial accounting knowledge and ability to train other nonfinancial staff.

## **Main Duties and Responsibilities**

- Manage all general ledger and subsidiary journals, including cash and credit card receipts, cash disbursements, accounts payable, accounts receivable, revenue
- Reconcile accounts payable and accounts receivable on a monthly basis
- Process funds disbursements
- Manage the purchase order process for the organization
- Process general ledger transactions and post entries
- Reconcile all credit / Debit card purchases to monthly statements
- Perform all cash account reconciliations for all relevant bank accounts
- Support all annual reporting requirements
- Assist in the annual budgeting process
- Assist with strategic budgets for long/short term planning for the organization
- Assist with financial models and other projects as needed
- Assists in the annual financial and any other audits as required
- Ensure compliance with generally accepted accounting principles (GAAP)
- Make cash deposits as needed
- Manage all vendor relationships and resolution of billing issues
- Manage the petty cash administration process for the organization
- Manage all insurance policies (workers' compensation, general liability,)
- Perform daily back-ups for the ERP system
- Review and report submissions to all funding partners as required
- Support the Finance Manager on budgets, projections and other grant related procedures
- Assist and sit in for the Finance Manager
- Be the custodian of value books (cheques, invoices, receipts etc)
- Ensure compliance with the monthly accounting cut off and period end closure procedures
- Ensure compliance with tax obligations

## **Minimum experience, education and skills**

1. Minimum Bachelor' degree in Accounting/Finance
2. Recognized accounting/finance professional qualification (ICA, ACCA, CIMA) is desired
3. Minimum of 3 years' work experience in accounting/finance role
4. Some experience in grants management is required
5. Good appreciation of tax and other statutory requirements
6. Spreadsheet and Accounting software familiarity
7. Demonstrable capability in financial administration and general management
8. Experience using the ERP System is an advantage
9. Bi-lingual skills (especially French or Portuguese) an added advantage

## **Knowledge and Skill Requirements**

1. Self-disciplined to proactively resolve issues, anticipate needs and meet deadlines
2. Strong organizational skills including a sense of urgency to set priorities, juggle multiple tasks, organize time effectively, conduct research, identify resources and coordinate input for projects in a fast-paced, dynamic environment in which remote working is the norm
3. Ability to manage complex and highly confidential information
4. Comfortable working autonomously and across multiple tasks and reporting into the Finance Manager

5. Ability to pay close attention to detail, focusing on accuracy and quality, without losing sight of the bigger picture
6. Ability to tactfully manage internal and external relationships, and communicate in a clear, direct, and diplomatic style, handling sensitive situations and complex tasks discreetly, effectively, and efficiently
7. Maintains customer service demeanor, responsive to requests and providing high quality service, available as necessary outside normal business hours
8. Demonstrates sound judgement and discretion in handling confidential information, as well as the ability to conduct oneself in a professional manner; makes appropriate decisions and exercises sound judgement on when to elevate decisions to senior management
9. Ability to solve problems creatively and logically, and to think proactively and laterally to maximize opportunities to promote the work of AB
10. Numerate with the ability to present and analyze data

### Desirable

- African citizenship or heritage
- A general understanding of external and economic trends affecting the non-profit sector in which AB works
- Knowledge of accounting and fundraising systems and best practice

### Personal Qualities

- Alignment to AB core values including equality, diversity, and inclusion
- Ability to maintain privacy and confidentiality
- Excellent social skills, able to operate with diplomacy, tact, and empathy; ability to build rapport with both leadership and other colleagues
- Ability to work both independently and as part of a team
- Cooperative, problem-solving, and positive ‘can-do’ attitude

### Salary

Very competitive and based on skills and experience of successful candidate.

### How to Apply

**The deadline for all applications is 15<sup>th</sup> October 2021.**

PLEASE READ THE **SELECTION CRITERIA** CAREFULLY BEFORE APPLYING.

**Please send your application to [kowusu@afrobarometer.org](mailto:kowusu@afrobarometer.org) Include your name and position title in the subject field of your email. Example: “Subject: [YOUR NAME] AB Finance Officer”. Documents to include:**

1. An up-to-date *curriculum vitae* with contact details (your email, phone, postal and WhatsApp Number)
2. A personal statement describing:
  - a. your interest in the post and in working with Afrobarometer
  - b. evidence of how your skills, experience and knowledge meet the **Selection Criteria**. If you lack experience or evidence in any area listed, please state how you would gain the knowledge or competency needed to succeed in the role.
  - c. your availability for the post (notice period in your current role) and preferred working location.

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*Afrobarometer an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status.*