



JOB VACANCY

TERMS OF REFERENCE (ToR)

JOB TITLE: PROJECT FINANCE & ACCOUNTS OFFICER

Overall Objective of Position

Caritas Ghana initiated its Social Impact Investment - SII initiative, which follows the call of Pope Francis' "Care for our common home" from his Laudato Si to protect the environment and help the vulnerable and poor. The initiative is active in the field of circular economy/waste management. Different types of waste are collected, processed and fed into formal recycling structures.

The Social Impact Investment (SII) Model of Caritas Ghana is a sustainable and non-profit oriented waste campaign. Incorporated in the communitarian context of the Catholic Church, which means Caritas Ghana is close to the community. In this way, Caritas Ghana can raise awareness and also support the authorities in circular economy.

Principle of Caritas Ghana's Social Impact Investment Initiative, the fundamental idea is that

- within IMPLEMENTATION PHASE the financial resources for the investment come from sponsors, donors and
- within OPERATIONS the operation is financed with the added value that the project operations generate.

The Project Finance and Account Officer is responsible for ensuring that the planned measures are implemented in a financially and commercially sound manner, legally compliant, in accordance with the guidelines of Caritas Ghana and the donors.

Project Office Location: Caritas Ghana Office, Accra

Reporting to: Head of Social Impact Investment

Duration: The position is available on a nine-month contract from 1st April, 2022 to 31st of December, 2022 with good prospects of extension into a permanent contract.

Safeguarding Policy: Caritas Ghana applies safe recruitment principles and **ALL** applicants **MUST** accept to go through background checks. Evidence of actual or association with abuse of children and vulnerable adults or evidence of such tendencies is sufficient grounds to **REVOKE** the contract even if appointment has already taken place.

Duties/Responsibilities

The duties/responsibilities will include but not limited to the following:

1. Support the Team and sub-teams in all matters of financing and accounting.
2. Ensure that funds are spent and managed according to the goals, objectives and missions of the Donor and Caritas Ghana.
3. Ensure that ongoing operational activities follow business management rules.
4. Establishes robust tools that ensure efficient controlling during project phases/implementation and operations.
5. Support and monitor the sourcing processes to ensure that they are in line with Caritas Ghana, the National Catholic Secretariat (NCS) and Donor's requirements.
6. Ensure that funds are being used according to budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account.
7. Prepare budget cash flow and cash book analysis.
8. Prepare financial statements to the involved parties both locally and internationally.

Educational, Professional Qualification and Experience for Appointment:

- Bachelor's Degree in Economics, Commerce (Accounting/Finance), Business Administration (Accounting/Finance) or any other recognized equivalent qualification from a recognized Institution.
- Certificate of a Professional Course in Accounting (ACCA, CIMA)
- A minimum of **ONE** (1) year working experience on the Grade of an Account Officer.

Mode of Application: **INVITED CANDIDATES** MUST apply with copy of curriculum vitae to jobs@caritas-ghana.org. **HARD COPIES BY POST OR DELIVERY WILL NOT BE ACCEPTED!**

Closing Date of Application: 20th March, 2022