

**Job Title:** Finance & Administrative Coordinator

**Location:** Accra, Ghana

**Contract Terms:** Fixed-term Contract

**Reports to:** Country Director

**Works with:** HQ Finance Team

### **Organizational Overview:**

Pure Earth is a globally recognized non-governmental organization dedicated to addressing pollution and its detrimental effects on health and the environment. In Ghana, we focus on developing community-driven solutions to reduce pollution, enhance public health, and encourage sustainable livelihoods. We work in partnership with governmental bodies, local NGOs, and communities to execute effective interventions that promote both environmental and social well-being.

### **Role Overview:**

The Finance & Administrative Coordinator will be key to overseeing the financial and administrative functions of Pure Earth's Ghana office. This role encompasses financial planning, comprehensive reporting, office administration, and strict compliance with organizational policies and donor requirements. The coordinator will collaborate closely with the Country Director and the HQ Finance Team to maintain robust financial management and efficient administrative operations.

### **Responsibilities and Duties:**

#### **1. Financial Management**

- Manage daily financial activities, ensuring accurate accounts payable/receivable processes and proper general ledger entries.
- Develop, prepare, and continuously monitor budgets to ensure that all expenditures remain within the set financial guidelines and parameters.
- Maintain precise financial records and ensure prompt and accurate financial reporting to the Country Director and HQ.

#### **2. Financial Reporting and Compliance**

- Compile comprehensive financial statements and reports for review by internal and external stakeholders to accurately reflect the financial status of the organization.
- Ensure steadfast compliance with local regulatory requirements, organizational policies, and donor-imposed financial guidelines.
- Facilitate audit processes by providing essential documentation and implementing any audit recommendations to improve financial practices.

#### **3. Cash Flow and Banking**

- Oversee cash flow management, ensuring there is adequate liquidity to meet operational needs and optimize financial stability.

- Manage banking relationships and supervise related transactions to maximize benefits and streamline financial operations effectively.

#### 4. **Working with Donor Agencies**

- Work with major international donor agencies such as the Foreign, Commonwealth & Development Office (FCDO), U.S. Department of State, and United States Agency for International Development (USAID).
- Manage donor funds, preparing financial reports, and ensuring compliance with donor regulations and requirements.

#### 5. **Administrative Management**

- Coordinate and streamline office operations and procedures to enhance organizational efficiency and foster a productive work environment.
- Oversee procurement processes, manage inventory, and control organizational assets to optimize resource allocation and efficiency.
- Ensure the proper maintenance of office equipment and facilities, proactively addressing any issues that arise.
- Collaborate extensively with program teams to ensure seamless financial and administrative support throughout project lifecycles.
- Conduct training sessions for staff to enhance understanding of financial and administrative procedures, promoting the adoption of best practices across the organization.

#### 6. **Skills and Qualifications:**

- A bachelor's degree in finance, Accounting, or a related field. A master's degree or professional accounting qualification (e.g., ICA, ACCA, CPA) is desirable.
- 5-7 years of relevant experience in finance and administration, preferably within an international NGO or development sector context.
- Demonstrated experience working with major international donor agencies such as the Foreign, Commonwealth & Development Office (FCDO), U.S. Department of State, and United States Agency for International Development (USAID), etc.
- Demonstrated proficiency in financial management practices, budget preparation, and financial reporting standards.
- Strong working knowledge of accounting software and proficiency in MS Office applications.
- Exceptional organizational skills combined with excellent communication and interpersonal abilities.
- Detail-oriented approach with robust analytical and problem-solving skills.
- Ability to manage multiple tasks effectively, and prioritize workload efficiently to meet deadlines.
- **Only Ghanaian citizens or applicants with the right to work in Ghana will be considered.**

**How to apply:**

Kindly submit your CV/resume and cover letter in a **single PDF document attachment**. Please follow [this link](#) to submit your application.

The deadline for application is **31st October 2024** and applications will be reviewed on a rolling basis. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Anticipated start date: 2nd January 2025**

*Equal Opportunity Employment:*

*It is the policy of Pure Earth to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender or gender identity, age, national origin, veteran status, disability, sexual orientation or any other protected status.*