

# Job Description – Bookkeeper

**Position:** Bookkeeper

**Reports to:** Ghana Finance & Administration Manager

**Based:** Bolgatanga, Ghana

**Contract:** A fixed-term contract of two (2) years with a possibility of contract renewal depending on how our Ghana scale-up programme is progressing.

**Hours:** Full-time, 8 am to 4 pm Monday to Friday, with 1 hour for lunch.

**Compensation:** Band 6

**Benefits:** Benefits include basic, medical insurance for the employee only. We also offer Tier 3 SSNIT (3% contribution). Lively Minds is passionate about learning and development. We offer all staff access to internal and external learning opportunities. We are unable to offer any financial support for relocation. However, new staff may be permitted to stay on a short-term basis in shared office accommodation if there is a room available in the office. These rooms will be allocated on a first-come-first-serve basis.

## About us

Our mission is to get preschool children in rural Africa school ready. At present over 250 million children worldwide fail to receive the education and care they need in their early years which means they are less likely to do well in school, find gainful employment, and are at greater risk of early marriage, early parenthood, and even criminality. Current approaches to solving this crisis are not proving effective or scalable in lower middle-income countries.

That's where Lively Minds comes in. We have developed an award-winning Early Childhood Development programme that has been proven through randomised control trial to improve cognitive and socio-emotional skills and reduce malnutrition for pre-schoolers in hard-to-reach communities, school-ready, so they have a greater chance of succeeding in school and in life. The programme provides marginalised Mothers with a parenting course that empowers them to run educational Play Schemes for pre-schoolers and to provide better home-based care, using cheap local resources. In addition, we started a radio programme for parents during COVID and this has now become a permanent fixture. The programme is delivered through government partners, is cheap and highly scalable. It genuinely has the potential to play a transformative role in ending the global ECD crisis.

We are extremely proud that the Government of Ghana have now adopted the programme and we have a ground-breaking partnership with them to support them to institutionalise it, fund it and to scale it to sixty education districts, reaching over 4000 communities and 1 million children. In addition, an award-winning international research team are conducting a further randomised control trial to help us understand its impacts at scale. We see this as the test

case that will provide the blueprint to take the programme to scale it to a new country within the next few years.

We are a lively ambitious organisation, determined to have a major positive impact on the world. We work hard at a fast pace, in a challenging environment. We expect everyone to give their best to achieve the best possible results. Our work is demanding but provides plenty of opportunity for innovation, responsibility, growth, collaboration, creativity, and fun. We want all staff to be happy, fulfilled and to feel appreciated and valued in their work.

To find out more about our programme, please visit [www.livelyminds.org](http://www.livelyminds.org).

## **Main Duties and Responsibilities**

He/she will be responsible for General finance and accounting duties requiring high-level accuracy and provide support to the finance and programming team in all matters of finance at the junior level.

### **Transaction processing**

- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Perform routine calculations to produce analyses and reports as requested by the finance manager.
- Collect and enter data for various financial spreadsheets, checking for accuracy.
- Assist staff in filing business process forms, receipts, and payment vouchers.
- Track all payables and receivables to ensure that Lively Minds do not lose sight of ageing receivables and payable.

### **Procurement and Logistics Support**

- Assist the Procurement and Logistics Officer in the day-to-day coordination of a fully compliant procurement system with associated operating procedures.
- Assist the Procurement and Logistics Officer to make hotel bookings and organize other travel logistics based on approved travel and implementation plans.
- Assist the Procurement and Logistics Officer to capture and analyze data from the vehicle logs.

### **Compliance with Policies and Procedures**

- Review requisitions to ensure appropriate coding is done and authorisations obtained before processing.
- Assist the Bolga Finance and Admin Officer in maintaining an up-to-date schedule of workshop budget/travel spend reports.
- Reconcile any discrepancies or errors identified by conversing with employees and/or clients.
- Report any troubling discoveries or suspicion of wrongdoing to the proper authorities.
- Devise a tracking system for statutory returns and ensure that Lively Minds does not default on statutory obligations.

- Track any non-adherence to Lively Minds financial policies and procedures and bring to the attention of the supervisor.

### Teamwork and Collaboration

- Assist the finance officers in drafting routine financial reports on a regular basis.
- Answer finance related questions and help stakeholders and staff with issues that need to be explained.
- Attend finance department meetings, writing minutes and making follow up on outstanding issues.
- Suggest to supervisor changes or improvements that are necessary to increase accuracy, efficiency, and cost reductions.
- Deputise in the absence of the Bolga Finance and Admin officer.

*You may be assigned any other responsibility in agreement with your line manager, in contribution to Lively Minds work and in recognition of your experience and skills. It is therefore expected for staff to be flexible and willing to contribute to the work of the wider team.*

## Experience and Skills

### Essential Experience and Skills

- Qualifications: HND in Accounting with 2+ years experience, or Diploma in Business Studies ( DBS) with 3+ years experience. Higher qualifications may compensate for work experience.
- Experience in coding transactions using a chart of accounts.
- English language proficiency is a must.
- Literacy in data entry using standard software.

### Desirable Experience and Skills

- Experience of using MS office suite. High level user of Excel is preferred.
- Familiarity with accounting software is desired.
- Good communication skills and ability to present information in graphs and charts for an understanding of non-finance persons.
- Good time management and willingness to work extra hours when the need arises.
- Ability to work in a diverse cultural environment.

*You will be expected to perform against the Lively Minds Competencies.*

## How to apply

If this sounds like you, please send your completed application form to [jobs@livelyminds.org](mailto:jobs@livelyminds.org) by **11:59 pm GMT on 30<sup>th</sup> October 2023**. However, **qualified applicants who will be available to start work immediately or at the shortest notice will be prioritised.**



Lively Minds operates a strict Child & Vulnerable Adult Protection Policy, and we therefore check suitability of successful candidates through background checks consisting of references and police checks.

Lively Minds is fully committed to equity, diversity, and inclusion. We want this to be reflected in the diversity of the people who work for us, and we welcome applications from people from all backgrounds and identities.