

Lively Minds Job Description – Finance and Administrative Officer

Summary

Position: Finance and Administrative Officer.

Reports to: Finance and Administrative Manager.

Based: Based in Tamale (Northern region), with minimal travel.

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

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

Compensation: 5a.

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 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

Lively Minds is an award-winning NGO, working to get pre-schoolers in rural Ghana & Uganda school-ready. Since 2008, we have developed an innovative, behaviour-change programme that empowers marginalized, poorly-educated mothers to run educational 'Play Schemes' for pre-schoolers and to provide better home-based care, using local resources. The Lively Minds programme aims to improve school-readiness of rural kindergarten children, by training parents to provide practical, cost-free learning and developmental activities in the kindergarten and at home.

Following a highly successful pilot, Ghana Education Service (GES) has officially adopted our programme to improve early childhood development. Our goal is for mothers and the GES to run our programme at scale. Between 2020 and 2024, GES will adopt and scale the programme to 60 districts, in 8 regions. Lively Minds will provide training, technical assistance, and district-level capacity building to enable the programme to be embedded and sustained. This will be implemented across Bono East, Bono, Oti, Savannah, North East, Northern, Upper East, Upper West regions.

We're an ambitious team, 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 learning, growth and creativity. 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.

About the role

The Finance and Administration Officer will be part of a lively, global finance team of nine. Reporting to the Ghana Finance and Administration Manager. The Officer will have excellent attention to detail and be methodical and thorough in their approach to work.

With good financial acumen and a thirst for continuous improvement, the successful candidate will have a “can-do” attitude – always willing to get involved and help out where necessary. The officer will be responsible for handling and recording a large number of financial transactions and supporting documents whilst maintaining accurate accounts and record keeping. The officer will also be responsible for monitoring and escalating any financial risks and issues in a timely manner.

About you

To succeed in this role, you will be:

- Assertive, values-driven and understands how to challenge others.
- Understands the importance of compliance and regulation in everything they do.
- Confident in liaising with a wide range of individuals, including senior stakeholders.
- A strong verbal communicator.
- Inquisitive and able to identify risks and issues
- Able to operate as part of a wider, global finance team that works together virtually, and in person.

Main duties and responsibilities

Finance systems and processes

- Keep accurate financial records and reports, ensuring monthly reporting is prepared to agreed deadlines and the finance system is kept up-to-date.
- Provide financial reports and reconciliations as required for teams including the Finance and Administration Manager, Global Finance Manager and Ghana managers.
- Ensure financial policies are followed, appropriate approvals have been obtained for transactions and coding within the system is accurate.
- Support the Finance and Administration Manager to ensure Lively Minds Ghana is compliant with tax, regularity and legal requirements (e.g. payroll, tax, NGO registration, insurance, registrations with regulatory authorities).

- Support the Finance and Administration Manager to maintain an asset register and support procurement process.
- Participate in regular internal audit activities led by the Global Finance Manager, ensuring all information is made available when required.
- Book and process payments for accommodation for teams travelling to the field.
- Make the Finance and Administration Manager aware of any compliance risks or potentially fraudulent activity.
- Support with other administrative duties as required such as data entry, photocopying, purchasing stationery.

Training and capacity-building in finance processes and systems

- Support the Finance and Administration Manager to train/ensure the Lively Minds team understand financial protocols and demonstrate utmost accountability.
- Explain the requirements of the Finance policies to Ghana team members.

Supervision and mentoring

- Manage office cleaners and ensure offices meet standard conditions.
- Oversee Bookkeeper's records, check for accuracy and build their capacity in maintaining accurate financial records.

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

- Bachelor's degree in commerce, administration or economics; or ICA GH Part II; or equivalent.
- 3+ years' experience in an accounting or finance role.
- Extensive understanding of accounting principles and local financial regulations/laws.
- Strong quality focus and able to keep accurate financial records and reports from incomplete records.
- Hands-on practical experience of bank reconciliations.
- Self-starter who is able to work with limited supervision.
- Experience of liaising with professional specialists responsible for risk management and co-ordinating financial records, reports and controls.
- Able to uphold and enforce financial protocols and demonstrate utmost accountability.
- Able to manage and coach others.

- Technically literate – basic user of MS Word, Powerpoint, Excel and MS Teams and able to adapt to and learn new tech systems easily.

Desirable experience and skills

- Experience of working with remote teams.
- Experience of working in the NGO sector.
- Good user of Xero, Quick Books or similar accounting software.

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

Please note

- Applications submitted after the deadline will **not** be considered.
- CVs and cover letters will **not** be considered.
- Due to resource constraints, we apologise, but we will only respond to shortlisted candidates.
- 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 a police check.
- 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. Women are strongly encouraged to apply – we promote family values and offer paid maternity and paternity leave. Where possible, special considerations are also made in district allocation to support staff with childcare commitments.