JOB DESCRIPTION

1. ROLE PROFILE

Job Title	Finance Officer
Division	Operations and Administration
Department	Finance and Accounting
Job Type	Extended Workforce
Engagement Type	Ongoing
Reports To	Executive Leadership **Executive Lead:** Executive Director (Operations, Organisational Systems and Technology)
Work Model	Hybrid
Location	Accra, Ghana
Geographical Scope	Ghana
Time Commitment	21 working hours per week, ordinarily worked across Tuesdays, Wednesdays and Fridays
Engagement Period	8 months
Renewal	Subject to organisational needs and satisfactory performance

2. JOB SUMMARY

The Finance Officer will support the effective management of YIF's financial and accounting functions, ensuring that financial transactions, records, reporting, budgeting and documentation are accurate, timely, properly authorised and maintained in accordance with established organisational policies, procedures and controls.

The role will provide finance support across the organisation's programmes, projects and operations, working closely with relevant programme and project leads on budgeting, expenditure monitoring, financial documentation and reporting.

The Finance Officer will also contribute to strengthening YIF's financial systems and processes by identifying gaps, improving documentation and supporting the effective implementation of financial controls and procedures.

The role requires a high level of integrity, accuracy, accountability, confidentiality and sound judgement, as well as the ability to uphold financial requirements and appropriately challenge requests or practices that do not comply with established controls.

3. KEY RESPONSIBILITIES

A. Accounting and Financial Records

- Maintain accurate and up-to-date accounting and financial records.
- Record and organise financial transactions and supporting documentation.
- Maintain appropriate records of income, expenditure, assets, liabilities and other financial activities.
- Ensure financial documentation is complete, accurate and properly filed.
- Maintain organised electronic and physical financial records where applicable.
- Support the preparation and maintenance of management accounts and other internal financial information.

B. Banking and Payments

- Conduct regular bank reconciliations and investigate and resolve discrepancies.
- Process and initiate approved financial transactions in accordance with delegated authority, established financial controls and banking procedures.
- Review payment requests and supporting documentation to ensure completeness, accuracy and compliance with established procedures.
- Ensure transactions requiring additional authorisation are submitted to the appropriate approving authority before funds are released.
- Maintain appropriate records of payments, receipts and other banking transactions.
- Monitor banking activities and identify unusual, incomplete or potentially non-compliant transactions for appropriate action.

C. Budgeting and Financial Monitoring

- Support the preparation of organisational, programme and project budgets.
- Monitor expenditure against approved budgets and identify significant variances.
- Work with programme and project leads to monitor budget utilisation and financial performance.
- Support budget revisions and financial projections where required.
- Monitor cash flow and provide relevant financial information to support organisational planning and decision-making.
- Provide financial information and analysis to support management decisions.

D. Grants and Donor Financial Management

- Track financial activity across YIF's grants and projects.
- Maintain accurate grant and project budget records.
- Monitor expenditure against approved grant and project budgets.
- Support programme and project leads with financial aspects of project implementation.
- Prepare donor financial reports and related schedules.
- Ensure donor financial documentation is complete, accurate and appropriately maintained.
- Support compliance with applicable donor financial requirements and reporting conditions.
- Flag potential financial compliance issues, budget risks or ineligible expenditure for appropriate review.

E. Tax and Statutory Financial Requirements

- Support the accurate calculation, documentation and processing of applicable withholding taxes.
- Support statutory tax and other applicable financial compliance requirements.
- Maintain appropriate documentation relating to tax deductions, payments and filings.
- Support the organisation in meeting applicable financial and statutory deadlines.

F. Procurement and Expenditure Controls

- Review the financial aspects of procurement and expenditure requests.
- Verify that expenditure is supported by appropriate documentation and approvals.
- Implement established financial controls and procedures.
- Identify gaps, weaknesses, or risks in financial processes and recommend practical improvements.
- Support compliance with YIF's financial policies, procedures and delegated authorities.
- Appropriately challenge or escalate requests that do not meet established financial requirements.

G. Payroll and Payments to Personnel

- Support the processing of payments to staff, consultants, contractors and other personnel where applicable.
- Maintain appropriate documentation for personnel-related financial transactions.
- Support applicable deductions and statutory requirements associated with payments.

H. Asset and Financial Documentation Management

- Maintain accurate financial records relating to organisational assets.
- Support the maintenance and reconciliation of asset records where required.
- Ensure financial documents are appropriately organised and accessible for authorised use.
- Maintain appropriate records for audits, reviews and financial reporting.

I. Audit and Financial Reporting Support

- Prepare and organise financial records and supporting documentation for audits and financial reviews.
- Respond to requests for financial documentation and information during audits or reviews.
- Support the preparation and review of annual financial statements and related schedules and documentation.
- Assist with the resolution and documentation of financial audit queries and recommendations.

J. Financial Systems and Process Improvement

- Support the effective use and maintenance of YIF’s accounting and financial management systems.
- Identify opportunities to improve financial processes, documentation and record-keeping.
- Recommend practical improvements to strengthen financial controls, efficiency and accountability.
- Support the development of consistent financial workflows and documentation practices.
- Promote accurate, timely and transparent financial management across the organisation.

K. Fundraising and Organisational Finance Support

- Provide financial information and budget support for fundraising and resource mobilisation activities.
- Support the preparation of financial information required for funding applications, proposals and related documents.

- Assist with financial projections and budget development for prospective programmes and organisational initiatives.

4. KEY DELIVERABLES

The Finance Officer will be expected to contribute to the following:

- Accurate and up-to-date accounting and financial records.
- Timely and accurate bank reconciliations.
- Properly processed and documented financial transactions.
- Accurate organisational, programme and project budgets.
- Regular budget monitoring and variance identification.
- Accurate grant and project financial tracking.
- Timely preparation and submission of required financial reports.
- Proper maintenance of tax and statutory financial documentation.
- Complete and well-organised financial records and supporting documentation.
- Up-to-date asset and financial records.
- Audit-ready financial documentation.
- Accurate management accounts and financial information.
- Effective implementation of established financial controls.
- Identification and recommendation of improvements to financial systems and processes.

5. REQUIRED QUALIFICATIONS AND EXPERIENCE

Applicants should have:

- An HND, diploma, bachelor’s degree or equivalent professional training in Accounting, Finance, Accounting and Finance, or a related field.
- At least **2 years of relevant experience** in accounting, finance, bookkeeping, financial administration, or a related function.
- Demonstrated experience maintaining accurate financial and accounting records.
- Experience with financial transactions, reconciliations, budgeting, and expenditure monitoring.
- Good understanding of basic accounting and financial management principles.
- Demonstrated ability to maintain accurate and well-organised financial documentation.
- Experience working with spreadsheets and financial records.
- Strong attention to detail and accuracy.
- Good written and verbal communication skills.
- Ability to handle confidential financial information appropriately.

6. REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

Financial and Technical Competencies

- Accounting and bookkeeping.
- Bank reconciliation.
- Budget preparation and monitoring.
- Financial reporting.
- Grant and project financial management.
- Cash flow monitoring.
- Tax and withholding tax administration.
- Financial documentation and records management.
- Financial controls and compliance.
- Audit preparation and support.
- Use of spreadsheets, particularly Microsoft Excel or Google Sheets.
- Ability to use accounting or financial management software.
- Ability to interpret financial information and identify discrepancies or risks.

Professional Competencies

- **Integrity:** Demonstrates honesty, transparency, and ethical conduct in handling financial information and resources.
- **Accountability:** Takes responsibility for financial tasks, records, and decisions within the scope of the role.
- **Accuracy and attention to detail:** Maintains a high standard of accuracy in financial records, calculations, and documentation.
- **Sound judgement:** Makes responsible decisions and knows when to seek clarification, escalate an issue, or withhold processing pending appropriate authorisation.
- **Discipline:** Follows established procedures, controls and deadlines consistently.
- **Independence:** Able to uphold financial requirements and controls even when under pressure or when requests are challenging.
- **Confidentiality:** Handles financial, organisational and personal information with appropriate discretion.
- **Organisation:** Able to manage multiple financial tasks, deadlines and records systematically.
- **Problem solving:** Able to identify financial discrepancies, risks and process gaps and propose practical solutions.
- **Communication:** Able to communicate financial information clearly to colleagues who may not have a finance background.
- **Collaboration:** Works effectively with programme, project and operational colleagues while maintaining appropriate financial oversight.

7. DESIRABLE QUALIFICATIONS AND EXPERIENCE

The following would be an advantage:

- Professional accounting qualification or progress towards one, such as **ACCA, CIMA or equivalent**.
- Previous experience working with an NGO or nonprofit organisation.
- Experience managing finances for donor-funded programmes or projects.
- Experience preparing donor financial reports.
- Experience using accounting software or financial management systems.
- Experience supporting the development or improvement of financial systems, processes or internal controls.

8. WORKING RELATIONSHIPS

The Finance Officer will work closely with:

- Executive Leadership.
- Programme and project leads.
- Operations and Administration functions.
- Other members of the YIF team and extended workforce, as relevant.
- External auditors, financial service providers and other authorised external stakeholders, where required.
- Donors and funding partners, where financial reporting or compliance requirements necessitate direct engagement.

The role is expected to work collaboratively across the organisation while maintaining appropriate financial independence and control responsibilities.

9. SAFEGUARDING, CONFIDENTIALITY AND DATA PROTECTION

The Finance Officer will be expected to:

- Maintain confidentiality of financial, organisational, personal and other sensitive information accessed through the role.
- Handle financial records and personal information responsibly and in accordance with applicable organisational requirements.
- Follow YIF's safeguarding, confidentiality, data protection, digital security and other relevant policies and procedures.
- Use access to financial systems, banking information and organisational records only for authorised purposes.
- Promptly report suspected fraud, financial irregularities, unauthorised transactions, data breaches or other significant risks through the appropriate organisational channels.

- Maintain professional boundaries and exercise appropriate care when handling sensitive information.

10. ABOUT YIF

The Youth Initiative Foundation (YIF) is committed to building movements that center the voices of those left behind. We create initiatives that bridge gaps and ensure meaningful participation of diverse young people, particularly those from marginalized communities, in shaping the future they deserve.

11. HOW TO APPLY

Interested applicants should submit:

1. **A current CV**, highlighting relevant qualifications, experience, and skills.
2. **A cover letter** explaining your interest in the role, relevant experience, and what you would bring to the position.

Applications should be submitted via email to extended-workforce@youthinitiativef.org.

Application deadline: Friday, 18 September 2026 at 11:59 PM (GMT).

Only shortlisted applicants will be contacted.

12. DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.