Job Description

Project Accountant

<table>
<thead>
<tr>
<th>Role</th>
<th>Project Accountant</th>
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<tbody>
<tr>
<td>Responsible for</td>
<td>Managing all financial accounting/operations, grants administration, financial policies and procedures and audits.</td>
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<tr>
<td>Location</td>
<td>Secretariat - Ghana</td>
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<tr>
<td>Reports to</td>
<td>Head of Finance</td>
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<tr>
<td>Direct Working Relationship</td>
<td>Project Director, Network Coordinator &amp; Project Team</td>
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<tr>
<td>Duration</td>
<td>3 years</td>
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Institution Overview

West Africa Democracy Solidarity Network (“WADEMOS”)

WADEMOS is one of the regional projects of the Ghana Center for Democratic Development (CDD-Ghana), a civil society organization dedicated to promoting and strengthening democracy, good governance, and inclusive development, through research, analysis, education, and advocacy. Conceived as a transnational democracy solidarity network, WADEMOS aims to mobilize, coordinate, and leverage the collective power of civil society and other pro-democracy actors, resources, and opportunities within the West African region to advance, defend, and reinvigorate democracy and promote democratic norms and reforms in the sub-region, including through engagement with regional institutions and instruments. WADEMOS seeks, among other things, to build and sustain solidarity within civil society, media, and social movements, including women and youth-led activists and organizations, to respond effectively to the urgent problem of democratic backsliding in the ECOWAS region. The Project Management Unit (PMU) or secretariat of WADEMOS is located at CDD-Ghana’s office in Accra, Ghana.

Role Overview

The Project Accountant will provide a supportive role in Grants Management, Sub-Grants Management, Fundraising, Special Projects Management, Financial Reporting and Financial Review among others. Reporting directly to the Financial Accountant (Head of Finance), the Project Accountant will be responsible for a wide range of accounting functions and tasks, including financial accounting/operations, grants administration, financial policies and procedures and related audits, in relation to WADEMOS and such other CDD projects as may be assigned from time to time.
Main Duties and Responsibilities

A. Core Function 1 – GRANT MANAGEMENT & FUND RAISING
- Provide technical input and support in the preparation of grant proposals and budgets.
- Participate in all pre-grant and post grant assessment reviews and interviews.
- Monitor and manage grant implementation to achieve agreed performance indicators, ensure compliance with approved Budgets and Work Plan, and resolve operational challenges.
- Prepare and submit in timely fashion financial and related project reports to project management and sponsors.
- Support development and implementation of project resource mobilization efforts.

B. Core Function 2 – SUB-GRANT MANAGEMENT
- Maintain an updated Grants Workbook to track all sub-grants and follow up on all deliverables and reports from sub-grantees.
- Ensure subgrantee compliance with applicable agreements before subgrant disbursement
- Conduct quarterly and annual financial reviews to ensure that subgrantees maintain the required records and documentation and manage funds as agreed. Manage relationships with subgrantees.

C. Core Function 3 – BUDGETING AND BUDGETARY CONTROL
- Coordinate budgeting process and preparation or projects and ensure that budgets reflect workplans for the ensuing period.
- Prepare draft budget narrative report and budget summaries before end of financial period
- Monitor approved budget to ensure compliance by all affected parties.
- Provide necessary training support for subgrantee staff on financial guidelines and requirements to ensure proper execution of project budgets and activities.
- Prepare quarterly variance analysis reports for project management.

D. Core Function 4 – FINANCIAL REPORTING
- Prepare periodic internal financial reports as required by Management.
- Prepare annual financial statements in accordance with International Public Sector Accounting Standards (IPSAS)
- Prepare such other ad hoc Financial Report as may be deemed necessary by project management.

E. Core Function 6 – AUDIT AND ASSURANCE
- Lead on the annual statutory audit of WADEMOS and her Partners and such other CDD audits as may be assigned.
- Responsible for implementing all audit recommendations.

F. Core Function 7 – GENERAL ADMINISTRATION
- Assist M&E Officer in the preparation of annual technical narrative reports
- Work with M&E to ensure value for money on projects
- Lead in the preparation and filing of Annual Tax Returns with Ghana Revenue Authority (GRA)
Minimum education, qualification, and experience

1. Minimum bachelor’s degree in Accounting/Finance or related field
2. At least a part-qualified accounting/finance professional (ICA, ACCA, CIMA)
3. Minimum of 5 years’ combined work experience in accounting/finance role, of which at least 2 years should be in a supervisory capacity.
4. Minimum of 5 years’ experience in Accounting/Finance compliance
5. Working experience in a grants environment
6. Good appreciation of tax and other statutory requirements
7. Experience in the use of spreadsheet and accounting software
8. Some experience in financial administration and general management

Knowledge and Skill Requirements

1. Must demonstrate initiative and an ability to work with minimal supervision.
2. Strong organizational skills, including the ability to set priorities, juggle multiple tasks, and organize time effectively.
3. Ability to manage internal and external relationships and communicate clearly and effectively.
4. Must demonstrate a service orientation in dealing with both internal and external requests and parties.
5. Sound judgement and discretion in handling confidential information.
6. Ability to solve problems creatively and logically, and to think proactively.
7. Numerate with the ability to present and analyze data.
8. Ability and willingness to work long hours.

Desirable

- Citizenship of or experience living in a West African country.
- A general understanding of external and economic trends affecting the non-profit sector.

The main duties and responsibilities, person specifications and the technical/functional competencies that are included here are not intended as an exhaustive list of all functions, responsibilities, skills, and abilities pertinent to the post. Additional functions may be assigned as circumstances require.