



# Ghana Center for Democratic Development

**Position Title:** Finance Specialist

**Unit:** Finance & Administration

**Department:** Finance & Grants Management

## BACKGROUND

The Ghana Center for Democratic Development (CDD-Ghana) is an independent, not-for-profit research and advocacy think tank, working to advance democracy, good governance, and inclusive economic growth. CDD-Ghana works to complement the broader objectives of strengthening democratic governance, the principles of popular participation, and the demand for public accountability. The Center harnesses the power of evidence-based research, ideas, and partnerships to encourage dialogue, inform and influence public policy.

This role reports directly to the Director of Finance & Grants Management.

The specific responsibilities and duties will include but are not limited to the following:

- Oversee and maintain the integrity of our funding databases and systems.
- Manage and enhance our donor database, ensuring accurate tracking and system updates.
- Prepare quarterly financial variance analysis reports for project management.
- Develop and maintain financial templates for effective reporting
- Support the Finance and Grants Unit in grant management, including preparation and supplementary material development for new projects and proposals.
- Process invoices, expense reports, and payment requests; ensure timely payments to vendors and reconciliation of accounts.
- Assist in reconciling bank statements monthly to ensure consistency and accuracy in financial records.
- Support the preparation of monthly and quarterly financial reports, including balance sheets and income statements for internal and external stakeholders.

- Assist in the preparation and monitoring of budgets, ensuring expenditures align with budgetary constraints.
- Prepare periodic internal financial reports as required by Management.
- Prepare such other ad hoc financial reports as may be deemed necessary by project management.
- Support annual statutory audit of projects and such other CDD-Ghana audits as may be assigned.
- Ensure strict compliance and adherence to financial management policies and guidelines and other donor requests.
- Support Special initiatives in the finance and Grants Department.
- Track financial deliverables on all grants.
- Any other adhoc tasks and activities that may be assigned

### **Minimum education, qualification, and experience**

1. Minimum Bachelor's degree in Accounting/Finance or related field
2. Fully qualified accounting/finance professional (ICA, ACCA)
3. Minimum of 5 years' combined work experience in accounting and finance role as well as grants management of which at least 2 years should be in a supervisory capacity.
4. Good appreciation of tax and other statutory requirements
5. Excellent Advanced excel skills including VBA, VLOOPUP, XLOOKUP, Macros, Data Models, Indexes and Pivot Charts among others and accounting softwares.

### **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. Must demonstrate a service orientation in dealing with both internal and external requests and parties.
4. Sound judgement and discretion in handling confidential information.
5. Ability to solve problems creatively and logically, and to think proactively
6. Numerate with the ability to present and analyze data.

### **How to apply:**

Interested candidates should submit a CV and a one-page cover letter via email to [jobs@cddgh.org](mailto:jobs@cddgh.org). Please indicate the position you are applying for in the subject of the email.

Deadline for application: Friday, February 14, 2025.