



Job Vacancies

Background

The Ghana Wildlife Society (GWS) is a non-governmental, non-political and non-profit making conservation organization headquartered in Accra. Our mission is to conserve wildlife in all its forms for improved quality of life for all people. We belong to BirdLife International, the world's largest nature conservation partnership of 120 autonomous NGOs around the world. Our work is firmly rooted in partnerships, and rely on science that inspires positive conservation action in collaboration with communities, civil society groups, businesses, universities and government. To support corporate organizations to reduce their ecological footprints, we work in partnership with private sector players and public institutions to fashion out business models that safeguard biodiversity. Our current corporate engagement spans mining, oil and gas, forestry, agriculture, infrastructure development and renewable energy sectors. We rely on scientific evidence through research projects to engage decision makers and influence national policy. We raise environmental awareness and work with the youth through the Wildlife Clubs of Ghana (WCG) - a junior wing of the Society.

We recently received funding from the European Union through the project, 'Savannah Integrated Biodiversity Conservation Initiative (SIBCI)' to support the implementation of Sustainable Management of the Mole National Park and peripheral areas, implemented under the auspices of the European Union's PAPBio Programme which aims at sound management of large landscapes of high biodiversity value. SIBCI has emerged as a priority in the context of rapid demographic growth, poverty, weak governance of natural resources and increasingly frequent climate change, which are leading to the impoverishment of natural capital in Northern Ghana, including ecosystem services on which the Ghanaian population largely depend. SIBCI engenders harmony between green economic activities towards improvement of livelihoods of selected communities surrounding the Mole National Park, and conservation of biodiversity within and around the Park. SIBCI is further supporting sustainable management of protected areas within the PoCoMo complex [Po, Nazinga and Sisili (PoNaSi) / Comoé / Mole] comprising different savannah ecotypes, and the corridors joining them. The SIBCI Project contributes to fostering sectoral and trans-frontier cooperation with neighbouring-protected areas (Comoé National Park in Côte d'Ivoire and the Nazinga Ranch in Burkina Faso) and contributes to ensuring sustainable financing mechanism for the management of the Mole National Park.

1.Accounts Officer

The role entails performing day-to-day financial accounting tasks including, processing payments, filing and document retrieval, providing data for report preparation and data input for the SIBCI Project. The candidate will support in budgeting, financial accounting and reporting of assigned grants.

Job Title: Accounts Officer

Reporting to: Finance & Administrative Officer / Project Manager

Duty Post: Damongo / Accra

Key Relationships: The Project Manager, Project Coordinator, M&E Specialist, Communication Specialist, Consultants, Executive Director.

Responsible for: maintaining sound financial and accounting systems and controls for GWS.

Accounting:

- Ensure that all financial transactions are carried out and recorded in accordance with GWS financial policies and procedures.
- Prepare cheques and on-line payments for review by the Finance and Administrative Officer manager in compliance with GWS procedures and policies.
- Preparation and prompt settlement of statutory and other payroll deductions i.e. PAYE, SNNIT, Withholding tax, etc.
- Prepare GWS monthly accounts for review by the Finance & Admin Officer
- Cash flow management and bank reconciliation for all GWS accounts
- Maintain banking relationship with GWS Bankers.
- Ensure proper book of accounts are kept and maintain a sound archiving (filing and retrieval) system.
- Prepare various supporting schedules to the financial statements to facilitate annual audit and assist auditors during audits.
- Prepare end of year accruals and monthly reconciliation of the accruals and make journals where necessary.
- Prepare payroll journal and monthly reconciliation of the payroll control code.
- Perform any other reasonable duty assigned by management.

Personal skills:

- Have working knowledge of the Tally ERP system or integrated computer systems.
- Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications especially Excel.
- Be able to work under pressure and attend to any ad hoc functions as may be required.
- Be self-driven and able to work within tight deadlines.

Qualifications/Experience:

- A University degree in Finance / Accounting.
- Experience in overseeing financial and accounting systems, compliance reviews, audits, financial control reporting, and risk management.
- Experience in managing grants from development partners will be an added advantage.

How to apply

Interested candidates should visit www.ghanawildlifesociety.org to download the full information packs for the various positions. **The closing date for applications is Wednesday 22nd January 2020 (12:00 midnight Ghana time)**. Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact shortlisted candidates. If you do not hear from us within a week of the closing date, please assume that you were not successful.

To apply:

- A covering letter explaining why you are applying for the position and relating to your experience and skills to the roles indicated in the application pack (include your salary expectations) in your cover letter.
- Full CV and contact details for two referees

Email your application to sibci@ghanawildlifesociety.org or deliver by hand to GWS addressing it to The Executive Director, Ghana Wildlife Society, P. O. Box 13252, Accra.