

# Job Description – Finance and Administration Manager

**Reports to:** Director of Finance

**Based:** Tamale, Ghana with travel to regional offices and stakeholder meetings as required

**Contract:** Fixed term contract for two years with possibility of extension subject to funding

**Hours:** Full-time, 8 am to 4 pm Monday to Friday with 1 hour for lunch.

**Compensation:** Competitive

**Benefits:** Medical insurance for employee, spouse and 2 child dependents. 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 including LinkedIn learning.

## About us

Our mission is to get preschool children in rural Africa to thrive. At present, over 250 million children worldwide fail to receive the education and care they need in their early years which means they are less likely to do well in school, find gainful employment, and are at greater risk of early marriage, early parenthood and even criminality. Current approaches to solving this crisis are not proving effective or scalable in low & middle-income countries.

That's where Lively Minds comes in. We have developed an award-winning Early Childhood Development programme that has been proven through randomised control trials to improve cognitive and socio-emotional skills and reduce malnutrition for pre-schoolers in hard-to-reach communities, so they have a greater chance of succeeding in school and in life. The programme provides marginalised Mothers with a parenting course and weekly radio broadcasts that empower them to run educational Play Schemes for pre-schoolers and to provide better home-based care, using cheap local resources. The programme is delivered through government partners, is cheap and highly scalable. It genuinely has the potential to play a transformative role in ending the global ECD crisis.

We are extremely proud that the Government of Ghana have now adopted the programme and we have a ground-breaking partnership with them to support them to institutionalise it, fund it and scale it to 60 education districts, reaching over 4000 communities and 1 million children. In addition, an award-winning international research team are conducting a further randomised control trial to help us understand its impacts at scale. We are now turning our attention to scaling the programme nationwide across Ghana, scaling up the radio in its own right and moving to new countries.

We're a lively ambitious organisation, 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 innovation, responsibility, growth, collaboration, creativity and fun. We want all staff to be happy, fulfilled and to feel appreciated and valued in their work.

To find out more about our programme, look at the videos about our programme <https://www.livelyminds.org/videos>

We are looking for a **Ghana Finance and Administration Manager** to support the development and implementation of a sustainable scale strategy and to ensure our financial management is robust and sustainable as we go through this period of rapid growth. The **Ghana Finance and Administration Manager** will manage Finance and Admin Coordinators and Officers in country offices and ensure Lively Minds is compliant with financial protocols by consolidating financial reports and submitting them to the Director of Finance, developing systems and policies, training staff and working with auditors to ensure accountability.

Key responsibilities for the role include analysis and budgeting; staff management; financial accountability and reporting. The Ghana Finance and Administrative Manager will report to the Director of Finance and work in close collaboration with the Ghana Country Director and Ghana Management Team.

This is a unique opportunity to be involved in prioritising spending towards the most impactful projects for a small charity during a period of scale in this established role.

## Main Duties and Responsibilities

### Recording, Reporting and Budget Preparation

- Support the Director of Finance in preparing monthly, quarterly and annual reports to the Senior Management Team and Board of Trustees to review changes in income and expenditure.
- Coordinate and oversee accurate financial record keeping and reporting, ensuring targets are met.
- Provide information for annual audits, interacting and liaising with auditors.
- Participate in regular internal audit activities led by the Global Finance Manager, ensuring all information is made available when required and following up on internal audit recommendations.
- Perform internal audit spotchecks on data submitted from the field to support programme spend.
- Prepare annual budgets and reconciliation for projects, including strategic input into programme rate cards for approval with the GES Working Group.
- Manage the organisation's banking system and collation of receipts.
- Supervise GES grant disbursement and reporting processes, ensuring all funds are fully accounted for in line with statutory and donor requirements.
- Support the Director of Finance to create the budgets, financial information, documentation and materials for funding proposals.

- Support the Director of Finance to coordinate the provision of information for feeding into financial reports for funders, ensuring mechanisms to track and report against restricted income are robust.
- Support in the selection, negotiation, and invoicing of subcontracts, consultants, rental agreements, etc.

### **Team Management and Governance**

- Lead and coach Finance and Admin Coordinators and officers in the country to maintain and deliver operational excellence & financial rigour, closely monitoring the operating and financial reports against plans and budgets.
- Manage the performance of direct reports and develop their capacity to manage the bookkeeping team.
- Lead Finance and Admin Coordinators and Officers to ensure offices are maintained to standards.
- Ensure Lively Minds' values, culture and competencies are embedded in the team and role model.
- Nurture a positive working environment and promote/champion the financial practices, policies and objectives across the entire team.
- Actively manage the performance and build the capacity of direct reports through training, coaching, holding 1-to-1s, setting performance goals, and appraisals, developing new policies and practices, and ensuring the robustness of financial documentation.
- Where necessary interview, recruit and train staff and/or contractors.
- Oversee payment cycles and cash management systems, overseeing transitions to new financial systems.
- Interact and liaise with the Senior Management Team, attending audit committee and financial risk committee meetings where required.
- Ensure that the Statutory Accounts are prepared: ensuring internal information is collated and provided, external auditors are instructed and delivered to standard.
- Ensure Lively Minds Ghana is compliant with tax, regularity and legal requirements (e.g. payroll, tax, NGO registration, insurance, registrations with regulatory authorities).
- Manage payroll and coordinate with HR: ensuring practices, policies and procedures are in place (particularly related to finances, expenses, and allowances) and all legal requirements are complied with; pay reviews and benchmarking exercises are conducted; payroll managed.
- Maintain a finance risk assessment to feed into the Risk Register.
- Maintain asset register and support procurement process.

### **Financial Management**

- Ensure that Lively Minds Ghana's financial systems, policies, procedures and internal controls and audits are robust, and compliant and support current activities and future growth.
- Work with Country Director to train programme teams on financial policies, systems and procedures

- Lead and coach Finance and Admin Coordinators and Officers in the country to maintain and deliver operational excellence & financial rigour, closely monitoring the operating and financial reports against plans and budgets.
- Lead monthly financial reviews and oversee the timely production of monthly, quarterly and annual financial reports.
- Work with the Director of Finance to ensure processes and controls are in place to oversee the day-to-day operation of financial systems and resources, including cash flow monitoring, bank reconciliations, invoicing, banking, petty cash and payroll, and stock control.
- Manage purchasing and procurement activities including supplier management and ensure value for money.
- Open/maintain bank accounts and liaise with banks.

## **Support to Government and Strategic Development**

- Support the development of financial systems and contribute to the development of and delivery of capacity building so that direct financial support is provided to local government partners and they can take on responsibility for and account for programme budgets.
- Work with the Country Director to build the capacity of local government partners in financial management, procurement, and budgeting so that they will eventually be able to fund and sustain the Lively Minds programme themselves.
- Support the work at the national government to identify ways to integrate the programme into and fund it from existing budgets and budget cycles.
- Support in the development and strengthening of robust cost models (including sensitivity analyses/stress testing) to guide decisions around the pace and rate of scale, staffing & resource requirements, ensure value for money and maximise cost efficiencies.
- Support in the development of new initiatives, modelling budgets and integration opportunities to generate further programme impact.

*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**

- Minimum of 5 years experience managing budgets, forecasting and financial control, ideally at a management level.
- Professional accounting qualification (ACCA, ICAG, CIMA or equivalent) – Qualified, or Part-Qualified with relevant experience.
- Experience in managing a medium-sized team over multiple sites.
- Financial modelling and Intermediate Excel (V-Lookups, Pivot Tables, SUMIFS etc.).
- Excellent communication skills (written and oral).

- Wide experience in working with auditors and managing grants and donor reporting.
- Able to filter and analyse complex financial data with a high level of accuracy and produce flawless financial reports.
- Strong understanding of local financial regulations/laws.
- Experience liaising with professional specialists responsible for risk management and coordinating financial records, reports and controls.
- Able to work with government stakeholders and donors.
- Able to uphold and enforce financial protocols and demonstrate utmost accountability.
- Strong tech literacy- intermediate user of MS Word, ppt excel, and MS Teams, able to adapt to and learn new tech systems easily.

## Desirable Experience and Skills

- Experience working with remote teams.

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

## How to apply

If this sounds like you, please send your completed application form to [jobs@livelyminds.org](mailto:jobs@livelyminds.org) by **11:59 pm GMT on 9<sup>th</sup> July 2024**.

Lively Minds operates a strict Child & Vulnerable Adult Protection Policy, and we, therefore, check the suitability of successful candidates through background checks consisting of references and police checks.

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.

Applications submitted after the deadline will **not** be considered. Also, CVs and cover letters will **not** be considered unless stated as a requirement.

Due to resource constraints, we apologise, but we will only respond to shortlisted candidates.