

Job Description – Finance and Administration Officer

Summary

Position: Finance and Administration officer

Reports to: Ghana Finance & Administration Manager

Based: Techiman, Ghana

Contract: A fixed-term contract of two (2) years with a possibility of contract renewal depending on how our Ghana scale-up programme is progressing.

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

Compensation: Band 5a

Benefits: Benefits include basic, medical insurance for the employee only. We also offer Tier 3 SSNIT (3% contribution). Lively Minds is passionate about learning and development. We offer all staff access to internal and external learning opportunities. We are unable to offer any financial support for relocation. However, new staff may be permitted to stay on a short-term basis in shared office accommodation if there is a room available in the office. These rooms will be allocated on a first-come-first-serve basis.

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 and 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 trial 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 empowers 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 to scale it to 60 education districts, reaching over 4000 communities and 1million

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 are 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, take a look at the [videos](#) about our programme.

Main duties and responsibilities

The Finance and Administration Officer supports in-country financial management, in line with organizational financial policies, and demonstrates utmost financial accountability.

Finance systems and processes

- Keep accurate financial records and reports, ensuring monthly reporting is prepared to agreed deadlines and the finance system is up to date
- Provide financial reports and reconciliations as required for teams including the Finance and Administration Manager, Director of Finance and Ghana managers.
- Ensure financial policies are followed, appropriate approvals have been obtained for transactions and coding within the system in accurate.
- Support the Finance and Administration Manager to ensure Lively Minds Ghana is compliant with tax, regularity and legal requirements (e.g. payroll, tax, NGO registration, insurance, registrations with regulatory authorities).
- Support the Finance and Administration Manager to maintain an up to date asset register and support procurement process as assigned.
- Support the Finance and Administration Manager to maintain up to date reconciliations on GES disbursements and reporting.
- Support reviewing and verifying data submitted on Clickmedix for implementation activities.
- Support with tracking and analysis for travel or workshop expense reports.
- Participate in regular internal audit activities lead by the Director of Finance, ensuring all information is made available when required.
- Book and process payments for accommodation for teams travelling to the field.
- Make the Finance and Administration Manager aware of any compliance risks or potential fraudulent activity.
- Support with other administrative duties as required such as, printing of workshop materials, data entry, purchasing stationery.

Training and capacity-building in finance processes and systems

- Support Finance and Administration Manager to train/ensure LM team understand financial protocols and demonstrate utmost accountability.
- Explain the requirements of the Finance policies to Ghana team members.

Supervision and mentoring

- Manage office cleaners and ensure offices are in to standard conditions.
- Oversee bookkeepers records, check for accuracy and build their capacity in maintaining accurate financial records.

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

- Able to work with limited supervision.
- Able to keep accurate financial records and reports.
- Strong understanding of local financial regulations/laws.
- Experience liaising with professional specialists responsible for risk management and co-ordinating financial records, reports and controls.
- Able to uphold and enforce financial protocols with confidence and demonstrate utmost accountability.
- Able to manage/coach others.
- Tech literacy- basic user of MS word, ppt excel, MS Teams, software and able to adapt to and learn new tech systems easily.

Desirable experience and skills

- Experience of working with remote teams.
- Experience of working in the NGO sector.
- Familiarity with accounting software is desired, good user of Xero or similar software is a plus

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 by **11:59 pm GMT on 18th February 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.