



JOB ADVERTISEMENT

JOB TITLE: FINANCE MANAGER

Company Profile

Newmont Ahafo Development Foundation (NADeF) is a community development foundation established by Newmont Ghana Gold Limited and the Ahafo Mine Communities to support the sustainable development of the communities in the Newmont Ahafo Mine operational area. NADeF was established in 2008 and has since 2009 been working with the communities in supporting the following development focus areas; Human Resource Development, Provision of Infrastructural and Social Amenities, Economic Empowerment, Natural Resource Protection, and Cultural Heritage and Sports.

Job Description

The successful candidate will report to the Financial Controller and provide support to the general NADeF operations.

Essential Duties and Responsibilities

- Support in the development of appropriate financial procedures, systems, and policies to support the implementation of NADeF financial activities.
- Support in maintaining all necessary records and computer files to ensure the preparation of timely monthly project accounts and financial statements.
- Processing of cheques for payment of administrative and project expenses and maintaining an up-to-date register of payments.
- Process all accounting data in Accounting Software and report to the Financial Controller
- Assist the Financial Controller with search for quotations and cost comparisons of vendors to maintain cost effectiveness and quality.
- Responsible for the preparation of Balance Sheet Reconciliations
- Assist the Financial Controller in the maintenance of an up-to-date schedule of debtors and creditors.
- Control the budget and operational expenditure of Sustainable Development Committees.
- Prepare staff payroll and report to the Financial Controller on cost
- Support in the preparation of annual Financial Statements in a format appropriate for annual audit of the Financial Statements.
- Preparation of monthly Bank Reconciliation statements of the Foundation for the review by the Financial Controller.
- Support the Financial Controller to ensure that all statutory payroll deductions (PAYE and SSNIT) and any rates that may be imposed on the Foundation that are due and payable are paid to the relevant agencies by due dates prescribed by law.
- Maintain an up-to-date data of logistics and keeps inventory of all assets at the Secretariat.
- Assist in the preparation of materials for Board of Trustees meetings and other functions.

- Assist the Financial Controller to prepare the annual statutory financial statements in compliance with International Financial Reporting Standards and the Ghana Company's Act (Act 992).
- Support the review of the annual financial statements by NADEF external auditors by producing appropriate schedules and backups that support the financial statements.

Required Skill/Training/Experience:

- A degree in Business Administration (Accounting & Finance) / Bachelor of Commerce, or related field of study.
- Must have knowledge in Accounting and Finance
- A professional qualification i.e., ICA, ACCA etc. is an added advantage.
- At least four years post qualification experience in a similar or related position.
- Strong verbal and written communication skills.
- Must be Computer proficient (in MS Word, Excel, Power Point etc.)
- Must be able to handle multiple tasks and have good organizational skills.
- Must be fluent in Twi and English and have a good understanding of local culture.
- Must have excellent records keeping and filing skills.
- Must possess strong interpersonal skills, be a team player and be able to work with no or minimal supervision.

Working Condition

The position is located at Ntotroso, Ahafo Region.

How to Apply

If you would like to be considered for this position, please send your application letter and current curriculum vitae with details of three referees to the address below.

**The Executive Secretary
Newmont Ahafo Development Foundation
P.O. Box 30,
Ntotroso B/A
Or by email: info@nedef.org**

Please Note: Deadline for submission of application is January 10th 2022.