


<b>JOB POSTING</b> <b>Finance &amp; Administration Officer</b>	<b>Newmont Ahafo Development Foundation (NADeF)</b>	
<b>Position:</b> Finance and Administration Officer	<b>Job status:</b> Full time Permanent	
<b>Number of Vacancies:</b> 1	<b>Location:</b> Ahafo, Ntotroso	
<b>Reports to:</b> Financial Controller	<b>Date of Description:</b> December 2023	
<b>Purpose:</b> Supports the Financial Controller in the management of the Foundation's finances and provide administrative and staff support to the general NADeF operations.		
<b>Essential Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>• Support in maintaining all necessary records and computer files to ensure the preparation of timely monthly project accounts and financial statements.</li><li>• Processing of cheques for payment of administrative and project expenses and maintaining an up-to-date register of payments.</li><li>• Process all accounting data in Accounting Software and report to the Financial Controller</li><li>• Assist the Financial Controller with search for quotations and cost comparisons of vendors to maintain cost effectiveness and quality.</li><li>• Responsible for the preparation of monthly Bank Reconciliations and Balance Sheet Accounts Reconciliations</li><li>• Control the budget and operational expenditure of Sustainable Development Committees.</li><li>• Prepare staff payroll and report to the Financial Controller on cost</li><li>• Assist the Financial Controller in the preparation of annual budget, half year and end of year financial statements.</li><li>• 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.</li><li>• Responsible for keeping the office petty cash and reporting to the Financial Controller on expenses.</li><li>• Responsible for the filing and archiving of documentations at the NADeF Secretariat.</li><li>• Maintain an up-to-date data of logistics and keeps inventory of all assets at the Secretariat.</li><li>• Assist in the preparation of materials for Board of Trustees meetings and other functions.</li><li>• Coordinate logistics for meetings, training sessions and other related activities</li><li>• Assist the Financial Controller to prepare the annual statutory financial statements in compliance with International Financial Reporting Standards for SMEs and the Ghana Company's Act (Act 992).</li></ul>		

- Support the review of the annual financial statements by NADeF external auditors by maintaining appropriate schedules and evidence that support the financial statements.
- Perform other duties and responsibilities as assigned from time to time.

**Required Skills/Experience:**

- Must be able to handle multiple tasks and have good organizational skills
- Must possess effective task follow-up skills
- Must be analytical and have decision-making abilities
- Strong communication skills including written and oral presentation skills
- Effective time management
- Problem solving skills
- Self-motivated and able to work unsupervised
- Must be fluent in Twi and English and have a good understanding of local culture.
- Must be computer proficient (MS Office – Word, Excel, PowerPoint, MS Project and Outlook)
- Must possess strong interpersonal skills, be a team player and be able to work with no or minimal supervision.

**Education, 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 part professional qualification i.e., Level 2 ICA, ACCA etc. is an added advantage.
- At least three years' experience in a similar or related position.

If you are interested in this position, please send your application letter, curriculum vitae and other supporting documents to the address below or to **info@nadef.org** no later than **Monday, 08 January, 2024**. You can also submit applications directly to the NADeF Secretariat, Ntotroso.

**Please note that only short-listed applicants will be contacted.**

**The Executive Secretary  
Newmont Ahafo Development Foundation  
P. O. Box 30  
Ntotroso  
Ahafo Region**