



JOB VACANCY ANNOUNCEMENT

Position: Finance Director

Location: Accra, Ghana

Start Date: August 2024

INTRODUCTION

Established in 2011, The Global Shea Alliance (GSA) is a non profit industry association based in Accra, Ghana. We currently have 844 members from 38 countries including food and cosmetic brands, suppliers, women's groups and non profit organisations.

Through public private partnerships, the GSA promotes industry sustainability, quality practices and standards and demand for shea in food and cosmetics. We implement the following activities:

Quality

- Quality trainings for women's groups on kernel collection, processing and storage
- Implementation of kernel quality standards in collaboration with members and national/regional standard bodies
- Small business training including accounting, marketing, packaging and formulation workshops

Promotion

- Annual international conferences in West Africa, Europe and the United States
- Annual African cosmetics brand exhibition
- International policy analysis and advocacy to remove trade barriers
- Research on shea benefits in food and cosmetics
- African national association development
- International consumer and industry media engagement

Sustainability

- Implementatin of multi stakeholder guidelines for sustainable business practices
- Large scale development projects including warehouse construction, business development trainings, health and safety initiative, parkland management, improved planting materials and conservation pilot projects

The GSA is currently implementing projects across Africa's shea belt with donors such as

the United States Agency for International Development (USAID), African Development Bank (AfDB), The Mastercard Foundation, Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), and The Green Climate Fund. The GSA intends to fill a vacancy for the position of Finance Director to oversee the financial management of the organisation in line with donor requirements and GSA's own internal policies.

DUTIES

The Finance Director's duties are:

Strategy & Policy Development

- Participate in the development of strategy, business plan and annual workplan of GSA and its sub implementers in achieving project/donor objectives and the organisation's goals.
- Lead in the maintenance and review of the organisation's internal policies and procedures (GSA Operational Manual) in line with GSA's members, the Board and other stakeholders' expectations.

Budget Preparation & Control

- Lead the preparation of GSA annual budgets and project/donor specific budgets for approval of the Board, donors and Management.
- Prepare annual implementing budget for the projects in line with annual workplans of GSA and its sub implementing partner organisations.
- Monitor implementation of approved budgets of the various projects by establishing budget variance reports promptly for Management attention and for corrective action.

Financial Accounting

- Lead in the implementation and maintenance of financial controls, accounting, reporting and recordkeeping systems of GSA.
- Lead and supervise disbursement of funds (payments) in accordance with donor requirement, GSA operational manual and generally accepted accounting principles.
- Lead in raising invoices to members, sponsors, clients, and GSA partners and assist in fund raising.
- Monitor cash resources to ensure adequate and timely release of funds to projects team and sub implementing organisations. This involves timely submission of fund requests to donors and following up on fund disbursements.

- Maintain records of GSA's assets (fixed assets, stationery, investments and cash/bank accounts, travel advance to staff, advances to sub- mplementing organisations, receivables from partners etc to ensure accurate balances and protect resources.
- Prepare monthly bank reconciliation statements and reconciliation of project accounts with implementing partners and initiate corrective actions where necessary.
- Ensure accurate determination of liabilities and timely repayment of debts, statutory payments, staff/consultants' benefits, and service providers.

Stakeholder Relations & Management

- Maintain professional relationships with donors and all project implementing partners, external auditors, regulatory agencies, financial institutions and other external stakeholders in the shea industry.
- Lead in all audits by providing information and explanation to auditors commissioned by donors, Ghana Revenue Authority, GSA external/statutory auditors and any investigative team.

Information & Reporting

- Maintain and update records (financial and non financial data) on projects for preparation of reports for stakeholders and to support Management decision making.
- Lead in the preparation of monthly, quarterly and annual financial and narrative reports of GSA and donors, providing adequate notes to the reports.

Staff Management/Supervisory roles

- Manage and Supervise staff of the Finance and Administration unit of the GSA on daily basis.
- Assist in need assessments of the GSA in terms of staffing and skills development, evaluate staff and recommend incentive schemes to promote optimal performance.

JOB SPECIFICATION

Education

- Postgraduate degree in Finance/Accounting and/or a Chartered Accountant (ICAG or ACCA) or its equivalent in a related field.

Experience

- Ten (10) years working experience with donor funding projects in a multicultural environment.

Knowledge & Skills

- Considerable knowledge and understanding of Accounting Standards and related regulations relating to NGOs.
- Good planning and organisation skills.
- Good financial knowledge, including treasury management, investment planning, asset allocation, etc.
- Excellent analytical ability and problem solving skills.
- Excellent communication and presentation skills.
- Ability to develop and maintain professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Knowledge of project management.
- Ability to work in a fast paced and often pressured environment.
- Ability to speak in read and both French and English.
- Good knowledge of accounting/financial software and tools, SAP, Microsoft Word, PowerPoint, Excel, Internet etc.
- Willing and capable of occasional travel to project sites within Africa and sometimes internationally.

Other

The Finance Director will report to the GSA Managing Director. To apply, please send your CV and cover letter to msakyi@globalshea.com by 15 July, 2024 with the email subject 'GSA Finance Director'.