

JOB POSTING – Finance Officer

Organization:	Right To Play Ghana
Department/Division:	Finance
Work Location:	Accra, Ghana
Authorized to work in:	Ghana (Eligible to work legally without requiring sponsorship or work permit)
Target Hiring Range:	GHS 6000 – GHS 6500 gross monthly salary (before deductions)
Target Start Date:	Immediate
Contract Duration:	Full-time / 1 year contract with possibility of renewal based on performance and availability of funds.
Application Closing Date:	Open until position is filled

ABOUT US:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

The Finance Officer (FO) reports directly to the Finance Manager (FM) and holds the responsibility for ensuring the accurate execution of financial procedures within Right To Play programs. The incumbent will offer support and guidance by collaborating closely with the Project Lead and the Finance and Logistics staff. This



collaboration involves handling tasks related to specific grants, including accounting, budgeting, and play a crucial role in ensuring the financial success and compliance of grant-funded projects, contributing to the overall mission and vision of the organization.

The main objective of this role is to ensure full compliance with Right To Play and Donor rules and regulations of financial processes, as well as overseeing financial records, reports and audit follow-up. The FO must develop professional relationships with project personnel to ensure responsiveness to local needs and recognition of donor's standard practices.

WHAT YOU'LL DO:

1.	Financial Accounting and Control: <ul style="list-style-type: none"> • Timely record and review all grant specific financial transactions into the accounting system, examine activity financial reports (verifying the coding, arithmetical accuracy, documentation, and authorization), operational expenses and reconcile account balances. • Play a vital role in the month-end closing processes to ensure organized, complete, properly approved packages are delivered in accordance with the month-end closing schedule provided by the FM/SFO. • Monitor bank transactions for accuracy; prepare monthly bank reconciliation for final review and approval by the Finance Manager. • Verify the completeness of documents, ensuring proper supporting documentation is reviewed and approved before processing payments. • Review partners' spending and forecast in relation to approved budgets. • Verify partner supporting documents and support the FM/SFO in conducting field visits to partners. • Support in monthly projections preparation by liaising with the budget holders. • Work with the project lead to adjust any coding errors for posted transactions in the system when and if needed. • Support the FM/SFO with external and/or internal audit requirements. • Identify and recommend improvements that could streamline implementation processes in the areas of accounting, finance, and budgeting. • Manage the collection and recoverability of contractual, project partner activity advances, staff activity and travel advances and other receivables. • Maintain current knowledge of local government requirements related to financial matters and ensures compliance with tax regulations and other legal requirements. • Ensure all expenses are authorized and approved in line within In-Field Authorization Policy • Perform routine spot checks on inventory records to verify the alignment of inventory tracking reports submitted by the logistics department. • Perform routine spot checks on Asset Lists to verify the alignment of Fixed Asset Register submitted by the logistics department. 	50%
2.	Grant Budgeting, Reporting and Compliance:	35%



	<ul style="list-style-type: none"> • Develop and oversee budgets for grant-funded projects and ensure that budgets align with the goals and objectives of the grant. • Prepare regular project financial reports for both internal and external stakeholders as directed by the FM. • Support Project Lead and Finance Manager in Financial Forecasts preparation of specific grant. • Make occasional field trips to monitor finance related issues and procedures. • Maintain financial controls to safeguard grant funds. • Monitor grant expenditures to ensure they are within budget and in compliance with grant guidelines. • Analyze financial data to identify trends, potential issues, and areas for improvement. • Promote compliance with relevant donor's regulations and Right To Play's policies/procedures; and other duties as assigned. • Facilitate the financial closeout of grants, ensuring all reporting and documentation requirements are met. • Support the Finance Manager in reviewing the financial assessments, monitoring, and training of local partner organisations. • Ensure the yearly grant Procurement Plan is prepared and updated regularly. • Support the Finance Manager in the procurement committee verification (checking of Bids and Tenders) and ensure all purchase documents are well documented and followed according to policies. • Support in reviewing consultancy, vendors, and partnership agreements after the Project Lead. 	
3.	Capacity Building and Team Management: <ul style="list-style-type: none"> • Provide training and support to program staff on financial management related to grants. • Build the financial management capacity of the team to enhance grant compliance and efficiency. • If applicable; Manage and lead a team responsible for financial duties within the office/ grant. • If applicable; Ensure comprehensive and constructive performance reviews are completed on a timely basis and facilitates discussion of performance and career options with designated staff. 	10%
4.	Performs other duties as assigned	5%

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in accounting, finance, business administration, or any related discipline.

EXPERIENCE:

- 4+ years of experience in a similar role working in accounting, grants and developing budgets.

COMPETENCIES/PERSONAL ATTRIBUTES:



Phone: 0307038353



Address: 24 sunflower street East Legon, Accra, Ghana



Website: righttoplay.com

- Attention to detail and ability to plan and implement work plan.
- Good networking and interpersonal skills
- Ability to work efficiently under tight deadlines and pressure.
- Excellent communication and reporting skills
- Ability to prepare concise and informative financial reports.
- Professional verbal and written communication skills.
- Ability to work as part of a team with culturally diverse professional staff
- Leadership skills

TECHNICAL SKILLS:

- Excellent MS Office including Outlook, Word, Excel, and PowerPoint
- Familiarity with accounting software preferably Microsoft 365 or Navision.
- Superior bookkeeping skills

LANGUAGES:

- Fluency in spoken and written English

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Previous experience working in I/NGO
- Experience managing a direct report(s)

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. Transportation allowance)
- Health Insurance cover for you, your spouse and 3 children.
- 20 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top up and support.
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives.
- Wellness programs



- Playful activities

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/161713-finance-officer/673177-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately, and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

