



Job Description Finance Officer – Grants

Job Title: Finance Officer – Grants

Location: West Africa (Remote work/home-based)

Reports to: Director of Finance and Administration

Salary range: \$US 50,000 - \$US 60,000 per year gross annual salary commensurate with experience, excluding benefits.

NB: Remuneration is subject to a 20% withholding tax to the Ghanaian government for non-residents.

Closing date for applications: 1 August 2025

Expected start date: September/October 2025

Vision: A just and inclusive West Africa free from violence and discrimination.

Mission: ISDAO is an activist-led fund dedicated to strengthening and supporting a West African movement for gender diversity and sexual rights by adopting a flexible approach to grant-making and building a culture of philanthropy committed to human rights and social justice.

ISDAO'S NEXT FINANCE OFFICER - GRANTS: WHAT ARE WE LOOKING FOR?

Under the supervision of the Director of Finance and Administration, the Finance Officer – Grants plays a vital role in supporting the financial management and oversight of ISDAO's grantmaking processes. They ensure that grants are disbursed and tracked effectively, in compliance with donor requirements, organizational procedures, and legal regulations. The Finance Officer – Grants collaborates with both the finance and programs teams to support ISDAO's commitment to transparent, efficient, and equitable grantmaking.

KEY RESPONSIBILITIES

Grants Financial Management

- Process grants payments, track, monitor, and lead the grant payments and disbursement process, ensuring that all grants awarded by ISDAO are made on time.
- Ensure timely and accurate financial reporting on grants.
- Review financial reports submitted by all grantee partners and assess compliance with approved budgets and grant agreements.
- Ensure all grants financial transactions are accurately recorded in the QuickBooks accounting system.



- Maintain updated records of all grant-related financial data.
- Assist in the preparation of financial reports for donors, including allocations and re-forecasting.
- Assist in reviewing and assessing grantees' financial systems, financial reports, and audits.
- Support the Grants Officer and programs team in ongoing monitoring of grantmaking budgets.
- Participate in the finalization of ISDAO's grants manual and associated documents.
- Participate in the implementation of grant management policy as well as the development or revision of ISDAO's grants programs.

Grantee Support & Capacity Building

- Support grantee organizations in strengthening their financial reporting and accountability systems.
- Provide training or guidance on budget preparation and financial reporting for grants, as requested by grantee partners.

Compliance and Controls

- Assist in monitoring grantee compliance with financial and contractual obligations.
- Help develop and refine internal grant monitoring and risk assessment tools.
- Ensure grant utilization is aligned with donor restrictions and requirements.

Collaboration

- Work closely with the Finance and Programs teams to ensure a streamlined process from grant award to close-out.
- Support the Director of Programs and the Director of Finance and Administration in budgeting and forecasting grant disbursements.
- Identify opportunities for efficiency and improvements and actively streamline workflows and reduce backlogs.
- Stay informed on legal, accounting, tax, and public policy matters relevant to foundations and philanthropy, especially within the West African context.
- Participate in learning and exchange with peer funders and grantmaking organizations to acquire knowledge and tools to improve ISDAO's internal processes and grants management.



SKILLS AND EXPERIENCE REQUIRED

Required

- Minimum 5 years' professional experience in financial management, particularly in accounting systems, financial management, auditing, compliance, budget and resource development, financial control, and reporting.
- At least 3 years' experience in an NGO or philanthropic organization.
- Broad knowledge of the West African context and/or experience of working in English- and French-speaking West Africa.
- A degree in Accounting or Finance as a minimum; a master's degree or certification in a related field preferred.
- Knowledge and application of generally accepted accounting and auditing principles (GAAP) and laws, rules, and regulations, as well as financial audits of donor-funded projects.
- Proficiency in computerized financial systems, such as accounting programs (including QuickBooks), databases, payment processing, Excel spreadsheets, and payroll services.
- Ability to translate financial concepts and collaborate effectively with colleagues who do not necessarily have a finance background.
- Strong communication and interpersonal skills, with a proven ability to work in small teams, as well as to lead, develop, and coach staff within the organization.
- Ability to work remotely, independently, and to meet deadlines.
- Flexibility and openness to new ideas and working methods.
- Excellent communication and relationship-building skills, with a strong ability to prioritize, negotiate, and work collaboratively with diverse internal and external stakeholders.
- Excellent organizational skills and proven ability to create and implement new systems to ensure the smooth running of the organization.
- A high level of initiative and self-motivation, and the ability to work independently with strong project management, time management, work planning, and scheduling skills.
- A commitment to movement-building and the principles of social justice and feminism.
- Ability to travel within and outside the West African region.
- Ability to work and communicate fluently in French or English and willingness to learn the other language.

Strongly desired

- Demonstrate a strong knowledge and passion for LGBTQI issues as well as organizations, networks, and movements related to LGBTQI activism in local, national, regional, and/or global contexts.
- Bilingual - fluent in English and French (spoken and written)
- Previous experience working in a grant-making institution or funder focused on LGBTQI issues, sexual and reproductive health and rights, human rights, and/or gender.





- Previous experience providing training, technical assistance, and capacity strengthening to NGOs and grassroots organizations.
- Proven experience in managing grants and grant operations
- Previous experience of working in multi-country and/or regional projects or organizations.
- Previous experience of working remotely or with a team located in different countries.

KEY CONSIDERATIONS

As an organization led by West African LGBTQI activists, ISDAO seeks to recruit people who identify as part of the LGBTQI communities and movements in the sub-region, where possible. We are therefore particularly interested in candidates who have not only the technical expertise and professional knowledge required, but also the familiarity, connections, and lived experience within the community and movement.

Applications from LBQ women, trans, non-binary, and intersex people are strongly encouraged.

HOW TO APPLY

Interested candidates should send **their CV and a one-to-two-page cover letter** explaining why they fit the profile, their experience, and skills to recruit@isdao.org by **8 August 2025**.

Submissions are accepted in English, French, or both at the same time.

Please note that only short-listed applicants will be contacted. Please note that only complete applications will be reviewed and considered.