



## Job Description Finance Officer - Management Accounting

### Job Title: Finance Officer - Management Accounting

**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:** 8 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 - MANAGEMENT ACCOUNTING: WHAT ARE WE LOOKING FOR?

ISDAO is searching for an experienced Finance Officer-Management Accounting to support the Director of Finance and Administration in the day-to-day financial management of the organization. The ideal candidate is expected to be conversant with the International Financial Reporting Standards (IFRS) and have a good knowledge of auditing and internal control procedures. The ideal candidate must be proficient in using the QuickBooks accounting system and knowledgeable in accounting principles applicable to non-profit organizations.

### KEY RESPONSIBILITIES

#### Accounting and Financial Management

- Manage day-to-day accounting tasks including accounts payable, receivable, payroll, financial reporting, and bank reconciliations.
- Performs monthly reconciliations and routinely monitors bank account balances.
- Processes timely and accurate payroll payments for the office and ensures leave balances and payroll taxes are accurate. Prepare payroll vouchers and journal entries and ensure that salary



is disbursed, payroll is recorded in the accounting system, and individual pay stubs are distributed to all employees on schedule.

- Maintain the general ledger and oversee monthly closing processes.
- Prepare monthly, quarterly, and annual financial reports.
- Ensure accurate posting of financial transactions to appropriate accounts and projects in the accounting software on a daily basis.
- Follows procedures to ensure accurate and timely payment and reconciliation of travel advances, liquidations, and reimbursements for staff and consultants' travel. Reviews and monitors outstanding advance reports by paying close attention to advances that have not been settled after 30 days of issuance.
- Manage the financial reconciliations of ISDAO corporate card and individual pre-paid cards and prepare journal vouchers to record entries in the accounting system.
- Assist with the preparation of ISDAO's annual budgets and support periodic reforecasts.
- Coordinate annual and other financial audits, including the preparation of financial statements and supporting schedules, and information per relevant accounting and financial reporting standards. Respond to auditor questions and consolidate report formats.
- Participate in developing, finalizing, and periodically revising financial management procedures and related policies.
- Verify that invoices and statements of account are in accordance with signed contracts and agreements.
- Ensure ISDAO's compliance with financial requirements and procedures.

### **Asset and Inventory Management**

- Maintain the asset register and ensure all organizational assets are insured, tagged, and regularly updated.
- Ensure accurate calculation of depreciation and accumulated depreciation per the organization's policy.
- Oversee asset reconciliation during audits and reporting periods.

### **Compliance and Controls**

- Ensure financial procedures are adhered to and aligned with internal policies and donor requirements.
- Support the implementation and improvement of financial controls.
- Archive financial documentation per ISDAO's policies.
- Support the Director of Finance and Administration in overseeing the annual organizational audit and other audits and implement recommendations from external auditors.
- Ensure audit reports and results are disseminated and recommendations are implemented.



- Evaluate the effectiveness of the internal controls necessary per legal obligations and the requirements of donors.

### **Operations**

- Support the development and implementation of a risk management/ mitigation framework and strategies.
- Participate in the development of key finance and operations policies and procedures, including procurement and asset management.
- Ensure organizational compliance with established procedures.
- Undertake administrative processes for acquiring goods and services.
- As delegated by the Director, serve as the focal point for contracts and relationships with service providers (e.g., insurance, equipment, IT systems).

### **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.
- Proven experience in managing grants and grant operations
- Previous experience of working in multi-country and/or regional projects or organizations.
- Previous experience in facilitating external audits and implementing audit recommendations.
- 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](mailto: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.