

JOB VACCANCY ANNOUNCEMENT

WIDO, a young growing non-governmental organisation is looking for young and dynamic, energetic persons to occupy the under listed positions to support the implementation of a four year Women In Sustainable Enterprises (WISE) in Techiman, Sunyani and Tano North Municipalities.

- 1. Project Officers**
- 2. Accountant**

The Project officers/Accountant will work to address root causes of gender inequalities through gender-transformative approaches. Feminist principles of collaboration, participation, transparency and respect for the agency of women entrepreneurs will be integrated in all aspects of this role.

The Project Officer will work with the WIDO Programme team to coordinate quality programming and results, financial management and compliance, deliverables at districts/municipal and community levels.

The post-holder will be based in Techiman and travel to project communities where the WISE project operate for approximately 80% of her/his time.

Qualification and Experience

- A minimum of Diploma/HND or its equivalent in in the fields of Agriculture Economics, Business Administration, Entrepreneurship, Enterprise Development plus 2 years Green Business, Value Chain Competitiveness, Investment Promotion or Agriculture Development.
- Proven experience in Agricultural Value Chains, Enterprise Development, Green Businesses and Financial Inclusion
- Progressive experience working for NGOs at community and regional levels.
- Strong understanding and proven application of project cycle management.
- Strong experience in partnership management and aptitude for cultivating strong relationships management and aptitude for cultivating strong relationships with multiple stakeholders including private sector organizations, government, and donors

Responsibilities

- Work to facilitate groups as entry for project interventions
- Monitor and provide semi-annual tracking report of the growth and development in governance, management and overall development of self-groups and associations related to the project.
- Facilitate the preparation and submission of quality programmatic and financial reports in line with WIDO and donor standards.
- Ensure Project cycle management processes and tools (including detailed implementation plans) effectively implemented to achieve project results and comply with donor requirements, government, and partnership agreements
- Facilitate training of relevant modules for community groups
- Support in the design and development of project proposals based on the findings from the field

2. Accountant

The Accountant will support the Finance Team to manage the project budget; provide oversight responsibilities, reports and analysis on the financial health of the WISE project managers. The Accountant will also be responsible for supporting compliance to donor requirements, government requirements, and WIDO financial management and compliance standards. The post-holder will be based in Techiman but travel to the project districts where the WISE project operates for approximately 50% of her/his time.

Responsibilities

- The Accountant, will work under the supervision of the Executive Director to ensure that project transactions are reviewed and correctly entered into Financial System on timely basis;
- Review project sub-ledger for all advances and prepaid expenses and follows up on outstanding advances;
- Monitor and review advance liquidation;
- Promptly transfer funds to project bank account and ensure effective cash flow management;
- Ensure the Project bank account and cash balances remain with positive balances and following up on any queries in a timely manner.
- Prepare the weekly payment list based on the approved cash forecast requirements;
- Project payments made as per approved policies and procedures;
- Review all the vouchers for completeness and documentation and arithmetic accuracy.
- Ensure cheques are not issued if they do not form part of the weekly payment list, exceptions should be approved by the Executive Director

Qualification and Experience

- HND/ 1st Degree in Accounting or its equivalent
- A minimum of 2 years of experience in a similar role with relevant professional experience in managing donor budgets on institutional grants eg Global Affairs Canada, USAID, DFID, and European Union.
- Knowledge in Accounting software would be an added advantage
- Show strong understanding and knowledge of Cash Flows, Budgetary Controls and Compliance with Finance Controls.
- Proven experience in providing financial management and compliance to ensure high quality delivery on project budgets and compliance requirements.
- Commitment to working transparently and with accountability.
- Maintains independence, objectivity and integrity.
- Organized, Methodic and Meticulous

Interested applicants should visit www.widogh.org to download application and uploads to same.

All applications should be uploaded on or before 10th July 2020.

ONLY SHORT LISTED APPLICANT WILL BE CONTACTED