

**JOB TITLE: Deputy Director for Finance and Accounting****Organization: The Social Investment Fund****Location: Accra****Job Type: Full-time**

The Social Investment Fund is seeking a highly skilled and experienced finance professional to fill the role of Deputy Director for Finance and Accounting. The successful candidate will play a critical role in overseeing financial management, budgeting, and reporting for the organization.

**Job Description**

The Deputy Director for Finance and Accounting is to develop and implement financial strategies, oversee financial operations, and provide financial guidance to senior management. The for Finance and Accounting will be responsible for ensuring the accuracy and reliability of financial information, managing financial risks, and contributing to the overall financial success of SIF.

**Duties and Responsibilities**

- a) Assist the Director for Finance and Accounting in financial planning, budgeting, and forecasting
- b) Oversee financial reporting, accounting, and internal controls
- c) Ensure compliance with financial regulations and policies
- d) Oversee and manage the day-to-day financial operations, including accounts payable, accounts receivable, payroll, and general ledger.
- e) Provide financial analysis and insights to senior management, including budgeting, forecasting, and financial performance reports
- f) Collaborate with other departments to develop and monitor departmental budgets, and to ensure compliance with financial policies and regulations.
- g) Manage and mitigate financial risks by implementing effective controls and risk management strategies
- h) Prepare and present financial reports and presentations to the Finance Director, senior management, and other stakeholders
- i) Assist in monitoring loan and grant resource-use, including periodic budget reviews, disbursements against allowable activities, tracking resource use, validating invoices and expenditures, account drawdown and reconciliation, and financial reporting;
- j) Prepare pipeline analysis and reports and discuss financial status of the

- project;
- k) Support the Directorate of Finance on preparation of unaudited financial reports and audited financial statements as per the grant reporting requirements; and
  - l) Perform such other tasks assigned by the **Director of Finance and Accounting and Chief Executive Officer** from time to time, as may be necessary.

## **Qualifications, Experience and Skills**

The successful applicant must have:

- A Master's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field, with at least eight (8) years of work experience in the relevant areas.
- Management experience with at least 8 years post-qualification experience in financial management and administration.
- Considerable strategic, interpersonal and collegial skills that will enable the Deputy Director function effectively within the higher education sector
- Good business sense with a deep understanding and appreciation of the strategic and operational issues in top and administration of a complex institution;
- High-level analytical skills and ability to communicate effectively with a wide range of stakeholders while showing leadership and competency;
- A very good understanding of the Public Financial Management Act, 2016 (Act 921), the PFM Regulation, 2019 (LI 2378) and risk management;
- Considerable strategic, interpersonal and collegial skills with demonstrated strength in ethics and professional integrity

## **How to Apply**

If you are a motivated and results-driven finance professional, please submit your application, including your resume and cover letter, to the Contact Information below.

## **Closing Date**

- Applications should reach the **Chief Executive Officer** through [info@sifinghana.org](mailto:info@sifinghana.org) or in person or post by the address below not later than the close of day on **25th April 2025**.

- Additionally, as part of the application, applicants should submit the names, telephone and email details of three persons familiar with their professional competencies, and who are willing to provide references for the applicant.

**The Social Investment Fund**  
**The Chief Executive Officer**  
**P.O. Box CT3919, Cantonments, Accra, Ghana**  
**Tel: +233-0302-778921-3 Mob.: +233-0243-690350**  
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