

NOTICE OF VACANCY: ACCOUNTS OFFICER

Priority for Candidates Without Prior Experience after 1st Degree in Accounting

Background

A Rocha Ghana is a dedicated environmental conservation organisation in Ghana. A Rocha Ghana is a member of the International Union for the Conservation of Nature (IUCN). A Rocha Ghana recognises the inextricable link between modern man and the survival of the earth's flora and fauna. We, therefore, work to inspire and empower people for natural resource management by providing practical conservation interventions aimed at contributing to the sustainable management of important ecological habitats and environmental spaces as well as initiating programmes aimed at facilitating the target community's abilities to adapt to the challenges posed by a changing climate and a world impacted by biodiversity loss and environmental pollution.

A Rocha Ghana works with an integrated landscape approach, with offices strategically located in the Eastern, Ashanti and Savanna Regions of Ghana. Our head office is located in Accra, with other non-residential interventions in the Central and Volta Regions of Ghana.

Our interventions and engagement with state and non-state actors in all the landscapes include the following thematic areas:

- **Sustainable Natural Resource Management Policy Influencing and Advocacy**
- **Collaborative Natural Resource Governance**
- **Habitat and Landscape Management and Restoration**
- **Species and Ecosystem Conservation and Management**
- **Climate Change Mitigation and Adaptation**
- **Green Value Chain Development and Payment for Ecosystem Services**
- **Supplementary livelihood Development and Enhancement**
- **Environmental Conservation Education and Advocacy**
- **Creation Care and Interfaith Engagement**
- **Corporate Engagement for Biodiversity Conservation and Environmental Sustainability**

ADVERTISED VACANCY: ACCOUNTS OFFICER

Major Function

To provide support to the Finance and Accounting Department by undertaking standard accounting duties for the organization. Must be hardworking and willing to take on new responsibilities and grow in the position.

KEY RESPONSIBILITIES

- Accurate and appropriate recording of transactions
- Prepare monthly bank reconciliations
- Assist in audit preparation and support
- Assist in the preparation of periodic donor reports
- Assist in financial management of projects
- Other duties as delegated

Qualifications

- The successful candidate must be self-motivated and professional and able to work independently and in a team, responsible and innovative.
- A minimum degree in Accounting or equivalent is mandatory. No experience is required for this level.
- Applications from candidates who have just completed their national service will be given priority consideration.
- The candidate must have excellent interpersonal, oral/writing communication skills.

Contract: Full-time (40 hours a week) Monday-Friday, although some weekend work may be required.

Contract Length: Permanent, with a 3-month probationary period.

Station of Appointment: A Rocha Ghana Head Office, Accra.

Please send a cover letter and CV To: ghana@arocha.org and COPY seth.appiah-kubi@arocha.org

Submission Deadline: July 24, 2024