JOB POSTING – Finance Coordinator

Organization: Right To Play International
Department/Division: Finance
Work location: Accra, Ghana
Authorized to work in: Ghana (Eligible to work legally without requiring sponsorship or work permit)
Target Start Date: 1st February 2022
Contract Duration: Fixed Term (Renewable)
Closing Date: 14th January 2022

BACKGROUND:
Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – Be intentional about inclusion
- Make Things Happen – Seek opportunities to lead and innovate
- Display Courage – Act with integrity
- Demonstrate Care – Look after yourself and one another
- Be Playful – Have fun at work

Please visit our website to learn more about who we are and what we do, and watch this video to find out about the five pillars of our Culture Code.

JOB SUMMARY:
The Finance Coordinator reports directly to the Finance Manager (FM) at CO level and administratively report to Project Officer at Project level. The incumbent is responsible for providing supports to the FM/ FO in financial
administration tasks such as data entry, processing transactions, ensuring all transaction supporting documents are complete and properly filed and reconciling bank accounts entries.

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**PRIMARY RESPONSIBILITIES:**

**Job Responsibility #1: Accounting (70% of Time):**

- Ensures that all documents are complete with the appropriate supporting documents, reviewed and approved before processing for payment
- Ensure timely submission of monthly project expense reports
- Filing of vouchers and send the vouchers to Finance at country office on a monthly basis
- Ensures that all payments are made on time
- Review bank transactions to ensure all the cheques are processed; files hardcopies and prepare bank reconciliation
- Record all financial transactions into the RTP Daily Expenses Log (DEL) or record financial transactions in accounting system (Sage ACCPAC or ERP) at country level
- Support FM and perform monthly balance sheet reconciliations at country level
- Responsible for budget follow up and the correct use of all the donor codes

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**Job Responsibility #2: Financial Implementation and Management (15% of Time):**

- Provides assistance in preparing year-end accounts in line with regulatory requirements ready for audit
- Updating financial elements of RTP risk register
- Ensures the organization complies with the financial requirements of the donors
- Assists with preparing budgets for funding application, forecast and annual budgets of the organization
- Supports FM/FO on staff trainings on RTP rules, policies and procedures and donor requirements
- Supports partners and RTP staff on RTP policies, donor compliance matters and ensure timely submission of reports that are accurate and complete
- Maintains and tracks cash advances and ensure all amounts are reconciled and liquidated
- Support FM in tracking salary advances in coordination with HR
- Support project team in proposal budget preparation and donor financial reporting

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**Job Responsibility #3: Cash and Banking (5% of Time):**

- Do regular surprise cash counts from cashier, where applicable
- Perform cash and bank reconciliations whenever applicable
• Reviews all petty cash expenditures and replenishment requests when two-thirds of the money is spent
• Following the policies in place, process payments to service providers

Job Responsibility #4: Administration (5% of Time)
• In coordination with the logistics coordinator, perform vehicle or motorcycle mileage analysis wherever applicable

Job Responsibility #5: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:
• Bachelor’s degree in Accounting, Finance, Business Administration or related discipline.

EXPERIENCE:
• 3 years’ experience in accounting and knowledge of grant management.

COMPETENCIES/PERSONAL ATTRIBUTES:
• Ability to work independently with little supervision
• Ability to work well under pressure and deadline
• Integrity and details focused
• Ability to multitask and work within deadlines
• Good analytical skill
• Ability to work with staff at all levels

KNOWLEDGE/SKILLS:
• Proficiency in use of Microsoft applications, including Excel and Word
• Good skill at using financial software applications
• Skilled in maintaining documentation
• Good written and oral communication skills
• Good knowledge of accounting and Human Resources practice, policies and procedures.

LANGUAGES:
• High level of proficiency in written and oral English
DESIRED QUALIFICATIONS (An Asset)
- Previous work experience with an I/NGO

WHO YOU ARE:
You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU’LL GET:
The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (accept everyone, make things happen, display courage, demonstrate care and be playful). In addition, we offer a competitive salary and benefits package including personal learning and development days.

HOW TO APPLY:
If you are interested in applying for this position, please visit Finance Coordinator (GREAT), Ghana and complete the application form.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Shortlisting of applications will begin immediately and interviews may be held before the closing date.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.