



JOB VACANCY GHANA BAPTIST CONVENTION

The Ghana Baptist Convention is inviting applications from suitably qualified persons as **Accountant**.

JOB ROLE

Reporting directly to the Director, Finance, the person will be responsible for the implementation of approved financial /management accounting systems, policies/procedures to ensure prudent financial management to support the operations of the Convention.

JOB LOCATIONS: **Baptist House, Accra**

Key Responsibilities

- a. Assist in the development of strategy/business plan for the Finance Department and implement same.
- b. Responsible for the implementation of approved accounting/financial Policies, Standard Operating Procedures (SOPs), Guidelines and work plan to achieve targeted objectives.
- c. Responsible for the administration of the Convention's General Ledger and monitor all system accounts to ensure accurate balances.
- d. Responsible for the effective maintenance/update of accounting Journals and Cash Book.
- e. Monitor and investigate any unusual balances in the General Ledger/Cash book for prompt resolutions.
- f. Responsible for the implementation and maintenance of effective accounts payable/receivable systems for the Convention and monitor to ensure that all payments made are in line with approved accounting policies and guidelines.
- g. Supervise the preparation of periodic bank reconciliation statements.
- h. Responsible for the preparation of monthly reconciliation of accounts.
- i. Assist in the preparation of the annual operating budget for the Convention.
- j. Prepare variance analysis of revenue and expenditure against budget and report on any deviations for corrective action.
- k. Responsible for the maintenance and update of the Fixed Assets Register of the Convention.
- l. Responsible for the preparation and filing of statutory returns and deductions (i.e. Tax, SSNIT, etc.).
- m. Implement the payroll system and monitor to ensure that all payroll transactions are in line with approved guidelines.
- n. Liaise with the Estates Department to develop a comprehensive pricing mechanism to facilitate the rental/lease of the Convention's assets/properties and stay competitive in the Market.
- o. Engage in ongoing cost reduction analysis in all areas of the Convention within approved limit of authority.
- p. Stay abreast with legislations, rules/regulations, financial laws, new developments and international best practices in financial management processes.
- q. Participate and provide input in annual audit activities.
- r. Provide support in the preparation of monthly, quarterly and annual financial reports and prepare any other report relating to job function.
- s. Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.



JOB SPECIFICATION

Education

- a. Bachelor's Degree in Accounting, Finance, etc. plus Professional qualification in related field.
- b. Member of a recognised professional accounting body.

Experience

- a. Five (5) years relevant working experience in related role.

Knowledge & Skills

- a. Proven knowledge and understanding in the use of accounting methodologies and tools.
- b. Demonstrated planning and organising skills with a keen eye for details.
- c. Good knowledge of the International Financial Reporting System (IFRS), Accounting and Auditing Standards and related regulations.
- d. Good financial knowledge, including treasury management, investment planning, asset allocation, etc.
- e. Good ability in financial modelling and analysis.
- f. Highly analytical, good interpersonal skills and problem-solving skills.
- g. Excellent communication, presentation and report writing skills.
- h. Ability to maintain professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- i. Good knowledge in the use of accounting/financial software and tools, Quick-books, Microsoft Word, PowerPoint, Excel, Internet etc.

HOW TO APPLY

Interested applicants should submit the following documents to the email or the address provided below, not later than 30th November, 2018:

- a. Detailed Curriculum Vitae together with a cover letter.
- b. Certified photocopies of relevant certificates.
- c. Reference letters from three (3) Referees, one of which should be your Sector Head (Kindly provide the names, e-mail addresses and telephone numbers of the Referees).
- d. A reference letter from your local Church.

E-mail: info@gbconvention.com

OR DELIVER DIRECTLY TO:

The Vice President, Administration
Ghana Baptist Convention
No. 11 Yiyiwa Drive, Abelenkpe, Accra
P. O. Box AN19909 Accra-North