



NATIONAL SEED TRADE ASSOCIATION OF GHANA

ASSOCIATION NATIONALE POUR LE COMMERCE SEMANCIER DU GHANA

JOB DESCRIPTION

Position: Accounts Manager

Location: Accra

Work Type: Full Time

About NASTAG:

The National Seed Trade Association of Ghana (NASTAG) is an amalgamation of all seed value chain actors in the seed industry in Ghana. As a not-for-profit membership-based Association limited by guarantee, NASTAG is dedicated to supporting the competitiveness of Ghana's seed value chain through business and technical capacity building of its members, promotion of effective collaboration among and between actors, advocacy, regulation and standardization and provision of general seed information. It has positioned itself to support the industry players to develop their niches to the fullest potential for individual and collective benefits; ultimately contributing to enhancing agricultural production that will improve farmers' livelihoods and overall agriculture in Ghana.

Broadly, NASTAG seeks to achieve the following:

- i. Build capacities of industry players for business effectiveness and competitiveness.
- ii. Serve as a balanced voice for advocacy, representing global, regional and national seed enterprises (both private and public sector).
- iii. Improve communication between seed stakeholders in Ghana, West Africa & the world by providing necessary seed industry information (statistical data on seed production and trade).
- iv. Develop a vibrant, representative, accountable and financially sustainable organization.

As part of efforts geared towards maintaining and improving a robust accounting and financial management system, NASTAG seeks the services of a full time Accounts Manager.

Education and Experience:

- At least a first degree in Business, Finance, Accounting, Economics, Business Administration, or a related field. Additional qualifications such as ICA or ACCA and knowledge in accounting software can be considered an advantage.
- A minimum of three (3) years of experience working on local or international development projects where you were in charge of the budget and financing.
- Implemented financial systems and managed budgets of at least two projects.
- Proven knowledge of developing international funding requirements and Non-Governmental Organizational accounting and financial reporting processes.
- Overseen and kept track of costs, keeping precise monthly and quarterly financial predictions and account reconciliation.
- Developed financial and operational documents (templates, manuals, policy procedures, service contracts, etc.).
- Coordinating calls, such as for proposals, budgets, grants, or technical experts.

- Experience working with donors such as USAID, JICA and other partners.
- Fluency in either English or French is necessary; knowledge of another language is a plus.

KEY RESPONSIBILITIES

Planning and Budgeting:

- Participate in the preparation of all work plans, prepare periodic financial plans as required for overall running of the Secretariat and implementation of specific projects as may be deemed necessary and on a timely basis.
- Prepare and submit monthly reconciliation and financial statement on Association and Project Accounts for review and approval.
- Review petty cash for reconciliation.
- Prepare monthly payroll and tax liabilities for all staff.
- Process payments for any expenditure-related expenses.
- File and retrieve organizational documents, records, and reports on project.

Accounting/ Reporting:

- Execute daily financial transactions as may be required.
- Ensure efficiency in the accounting system, including reporting forms and filling system for the Association, in accordance with the Association's Operational Manual.
- Supervise the running of petty cash transactions; this includes writing of receipts, preparation of payment request form, receiving and disbursing cash, and paying advance expenditures.
- Prepare cheques and payment transfers.
- Enter financial transactions into the computerized accounting system.
- Reconcile all balance sheet accounts and submit Monthly Accounts Reconciliation report.
- Submit Quarterly Financial Report to the Executive Council.
- Responsible for all associated financial and accounting tasks, including collaborating with the company's auditors to prepare certified financial statements.
- Prepare Association / project financial reports and submit to respective Project Manager / CEO for clearance before submission to any partner/ donor.

Control:

- Check and ensure that all expenditures of the Association and other projects are in accordance with dictates of the respective projects' financial procedures and /or Association's Accounting procedure and budget.
- Make sure that all transactions are recorded to the appropriate budget lines.
- Follow up on bank transfers. This includes preparing the transfer requests, submitting them to the bank and keeping track of the transfers.
- Review petty cash transactions as accurate and in line with threshold.
- Continuously improve project systems & procedures to enhance internal controls to satisfy audit requirements.

Competencies & Key Attributes:

- ❖ Report writing & Problem Solving

- ❖ Analytical and team player
- ❖ Command over MS Office and other applications
- ❖ Excellent working knowledge of project budgets, projections, and reports.
- ❖ Excellent communication skills (both oral and written)
- ❖ Ability to drive (Must possess a valid driver license)

How to Apply:

Send Cover Letter and CV to info@nastag.org / nastaghana@gmail.com

Subject of application must read “APPLICATION FOR ACCOUNT MANAGER POSITION”

Note: CV and Cover Letter in PDF format

Application deadline is August 31, 2023.