Title: Accounting and Finance Specialist  
Location: Adabraka (Near Kantamanto Market)  
Terms: Full-Time (40 hours/week)  
Starting Salary: US$1,375/month (gross)  
Benefits: 1 month paid leave/year, monthly 4-day weekends, SSNIT/health insurance benefits.  
Reports To: The Finance Manager

About Us:  
Since 2011 The Or Foundation has worked at the intersection of education, environmental Justice and fashion innovation to identify and manifest alternatives to the dominant model of fashion, alternatives that bring forth ecological prosperity as opposed to destruction to allow citizens to form relationships beyond their role as consumers. Today, this work is centered primarily in Accra, Ghana, where we operate in solidarity with the world’s largest secondhand clothing market to catalyze a Justice-led circular textiles economy. Our team of 46 people works across three different levels of programming. We offer critical relief to members of the secondhand market ecosystem in Accra, from direct grants to help rebuild after fire outbreaks to wrap-around job training and immersive support for young women to transition out of conditions of modern day slavery. We develop and bring to life new pathways to transform waste material into economically and ecologically useful products and systems, from business incubation for upcyclers to experimental design with bioreactors. And we conduct extensive environmental and socio-economic research to inform strategy, policy and action at both the local and global level, bringing awareness of waste colonialism into classrooms, boardrooms and legislative sessions through media, scientific publication, coalition and delegation trips that build bridges beyond single stories and across perspectives.

Our team is as diverse as our programming, with many members joining the organization directly from within our communities of impact, some members coming from throughout Ghana, and others coming from the Netherlands, France and the USA, including our two co-founders. We are registered as a not-for-profit in both the USA and Ghana.
About the Role:
We’re currently seeking an Accounting and Finance Specialist to join our team. The person filling this role will largely focus on supporting the maintenance of the organization’s accounting procedures. The candidate who is well-suited for this position will have strong problem-solving and concept ideation/communication skills, pay attention to detail, and understand the technical aspects of accounting deeply to ensure the efficiency of the organization’s practices, especially concerning lawful compliance.

Job Description:
- Work with the Finance Manager to implement financial accounting and regulatory procedures and controls.
- Assist with daily accounting tasks, such as preparing and filing expenditure request forms, bookkeeping, following specific protocols, and working with the administrative team to implement filing and record-keeping protocols and systems wherever necessary.
- Support with financial modeling to support organizational leadership decisions and departmental budgeting.
- Support with regulatory filings, tax payments and compliance documents.
- Support integrating daily accounting practices with third-party accounting firms for foreign and domestic operations.
- Work with formal and informal banking systems to support community programming across the organization.

Requirements:
- A bachelor’s degree in accounting, finance, business administration or related field.
- A minimum of 3 years work experience in a related field.
- Early stages of studying towards ACCA/ICAG qualification.
- Strong working knowledge of IPSAS and related financial reporting requirements.
- Advanced proficiency in Google Workspace, especially Google Sheets.
- A focus on delivering high-quality work.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multitask.
- Proactive in managing own learning and development.
- Willingness to work in a fast-paced environment and ability to adapt to various situations.
How To Apply:
Please send your CV and cover letter to team@theor.org with the subject line “Accounting and Finance Specialist.” The position will remain open until filled.

*The Or Foundation is an equal opportunity employer and does not discriminate on the basis of gender, sexuality, race, religion, national origin, or disability.*