

Finance Specialist - Job Description

Title: Finance Specialist

Location: Adabraka (Near Kantamanto Market), Accra, Ghana

Terms: Full-Time

Starting Salary: USD 1,375 Gross Monthly

Benefits: One month paid leave/year, SSNIT/health insurance benefits

Reports to: Finance Manager

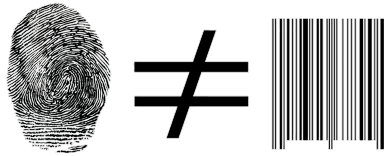
About The Or Foundation

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 centred primarily in Accra, Ghana, where we operate in solidarity with the world's largest secondhand clothing market to catalyse a Justice-led circular textiles economy. Our collective team works across three distinct 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. 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, as well as coalition and delegation trips that build bridges beyond single stories and across perspectives.

Our team is as diverse as our programming, with members joining the organisation from within our communities of impact and throughout Ghana, and others coming from the Netherlands, France, and the USA. We are registered as a nonprofit and non-governmental organisation in the USA and in Ghana respectively.

Role Overview:

The Or Foundation is seeking a Finance Specialist to provide essential support in maintaining accurate financial records and ensuring compliance with organizational policies and regulatory requirements. The Finance Specialist will assist with day-to-day accounting activities, including accounts payable and receivable, reconciliations, payroll processing support, month-end close activities, and expense tracking.



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In addition to core accounting support, the Finance Specialist will play an important role in the organization's financial planning cycle. This includes preparing data and documentation for budget development, ensuring submissions from focus groups are properly reviewed and entered, and assisting the Finance Manager in consolidating monthly, quarterly, and annual budgets. The role will also support forecasting by compiling expenditure trends, monitoring variances, and highlighting potential risks or opportunities for resource allocation. For financial analysis, the Finance Specialist will gather and structure financial data, prepare reports that compare actuals to budget, and generate insights that strengthen management's decision-making.

Working under the guidance of the Finance Manager and in collaboration with other teams, the Finance Specialist will contribute to timely reporting, reinforcing internal controls, and supporting operational efficiency while safeguarding the organization's financial integrity.

Budgeting and Forecasting

- Assist the Finance Manager and liaise with focus group leads in the preparation and maintenance of focus group/project budgets, including forecasting future expenses and revenues and aligning budget planning with project goals.
- Collaborate across the finance team to track and monitor budget performance, ensuring adherence to budgetary constraints, organizational policies, donor requirements, and adequate liquidity to support project/program activities.
- Identify variances and provide regular updates to the Finance Manager.

Financial Processing

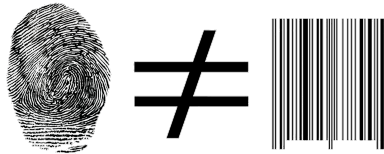
- Assist with cash management (withdrawals, deposits, mobile money administration, bank wire transfers and other tasks as reasonably assigned).
- Maintain accurate, up-to-date, organized financial records and documentation for easy retrieval and reference.
- Reconcile bank statements and other financial accounts to ensure alignment with organizational records
- Assist with timely and accurate processing of accounts payable and receivable.
- Assist in maintaining internal controls and safeguarding financial resources.

Audit and Compliance

- Assist in internal and external audits by providing financial data and documentation.
- Assist in implementing and maintaining financial policies and procedures across the organization.

Payroll:

- Process payroll accurately and on time, ensuring compliance with relevant laws and organizational policies.



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- Maintain payroll records, including salary adjustments, benefits, and deductions.
- Ensure compliance with tax regulations by preparing and remitting payroll taxes promptly.
- Address payroll-related queries from team members and resolve discrepancies efficiently.

Financial Reporting and Analysis

- Conduct financial analysis on focus group/project performance and provide financial insights and recommendations to focus groups and senior leadership.
- Assist in preparing financial reports for grants and donor-funded projects, ensuring compliance with donor requirements.

Administrative Support

- Assist the Finance Manager in identifying inefficiencies in financial processes and suggest improvements to enhance financial reporting, financial management, and strong internal controls.
- Foster collaboration across focus groups to ensure seamless financial operations and support organizational goals.
- Assist with special projects and initiatives to support the finance team and organization.
- Utilize accounting software (e.g., QuickBooks Online or others) proficiently to perform daily tasks and generate reports.
- Serve as a professional financial liaison between the focus groups and the finance team.
- Represent The Or Foundation in various settings, including with trusted media partners.
- Travel as necessary.

Qualifications:

- Bachelor's degree in Finance, Accounting, ACCA or ICAG certification and membership is preferred.
- Minimum of 5 years of experience in financial management, preferably in NGOs, international development, sustainability-focused organizations or corporate sustainability teams.
- Strong knowledge of financial regulations, grant compliance, and risk management in the non-profit sector, with preference given to demonstrated knowledge of the regulatory environment in Ghana.
- Proficiency in financial management software, reporting tools, and sustainability reporting framework.

How To Apply:

Please send your CV and cover letter to team@theor.org with the subject line "Finance Specialist." The position will remain open until filled.

The Or Foundation is an equal opportunity employer and does not discriminate based on gender, gender identity, sexuality, orientation, race, religion, national origin, tribe, or disability.