

THE OR FOUNDATION

Accounting Assistant - Job Description

Title: Accounting Assistant

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

Terms: Full-Time

Starting Salary: USD 1,290 Gross Monthly

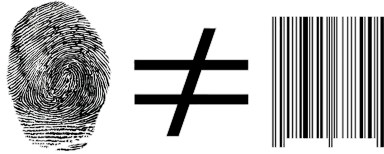
Benefits: One month paid leave/year, SSNIT/health insurance benefits

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 publications, 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.



THE OR FOUNDATION

Role Overview:

The Or Foundation is seeking an Accounting Assistant to provide essential support in maintaining the accuracy, completeness, and integrity of the organisation's financial records and transactional data across all programs and operating locations. Working closely with the Finance Manager and Finance Specialist, the Accounting Assistant plays a central role in maintaining strong accounting discipline, reliable financial documentation, and consistent application of financial policies and donor requirements. The role ensures that all expenditures, revenues, payroll transactions, advances, and balances are properly recorded, supported, and capable of being independently verified.

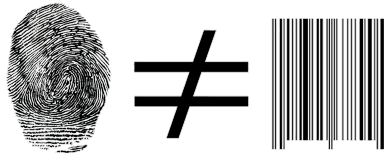
In a multi-site, donor-funded environment, the Accounting Assistant supports the effective functioning of the finance operations by helping bridge program-level activity with financial reporting. This includes maintaining accurate records, supporting month-end and year-end close processes, preparing schedules for management and auditors, and ensuring that financial data reflects the underlying program and operational activity. Through close collaboration with program teams and the finance team, the Accounting Assistant contributes to financial transparency, audit readiness, and sound stewardship of donor and organisational resources, enabling The Or Foundation to meet its fiduciary and compliance obligations while supporting effective program delivery.

Program & Site Financial Support

- Support the team with **purchasing, documentation, and expense processing** across all program locations in line with organisational policies.
- Verify that goods and services paid for have been received and are properly documented.
- Collect, validate, and maintain original invoices, receipts, delivery notes, contracts, and other financial records from field locations.
- Track staff advances, ensure timely reconciliation, and maintain supporting documentation for all advances and reimbursements.

Financial Processing & Systems

- Assist with cash management (withdrawals, deposits, mobile money administration, bank wire transfers, and other tasks as reasonably assigned).
- Maintain accurate, up-to-date, organised, and complete financial records (including folders, inventory register, fixed asset register, contracts register etc.) and documentation for easy retrieval and reference.



THE OR FOUNDATION

- Reconcile bank statements and other financial accounts to ensure alignment with organisational records
- Assist with timely and accurate processing of accounts payable and receivable.
- Assist in maintaining internal controls and safeguarding financial resources.
- Ensure financial data across systems is consistent, accurate, and complete.

Audit and Compliance

- Assist in internal and external audits by providing financial data and documentation.
- Ensure that all transactions have appropriate approvals, supporting documents, and coding.
- Support the implementation and monitoring of financial policies, donor rules, and compliance requirements across all programs and projects.

Payroll:

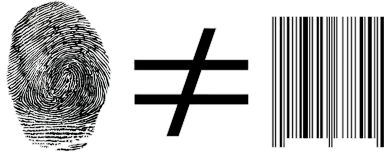
- Assist with processing payroll accurately and on time, ensuring compliance with relevant laws and organisational policies.
- Maintain payroll records, including salary adjustments, benefits, and deductions.
- Support compliance with tax regulations by preparing and remitting payroll taxes promptly.
- Address payroll-related queries from team members and resolve discrepancies efficiently.

Financial Reporting and Analysis

- Assist in preparing monthly, quarterly, and annual financial reports.
- Support the preparation of donor and grant financial reports.

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 organisational goals.
- Assist with special projects and initiatives to support the finance team and organisation.
- Utilise accounting software (e.g., QuickBooks Online, Zoho Expense 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.
- Assist with Environmental, Social and Governance (ESG) data collection.



THE OR FOUNDATION

- Travel as necessary.

Qualifications:

- Bachelor's degree in Accounting or Finance and part-qualified (ACCA/ICAG)
- Minimum of 3 years of experience in financial management, preferably in NGOs, international development, sustainability-focused organisations, or corporate sustainability teams.
- 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.
- Exceptional attention to details, documentation, and internal control.
- Ability to work across office and field environments.

How To Apply:

Please send your CV and cover letter to team@theor.org with the subject line "Accounting Assistant." 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.