



Habitat For Humanity Ghana Is An Ecumenical Christian Organisation Dedicated To The Elimination Of Poverty Housing Worldwide. Habitat For Humanity Ghana Seeks Experienced Candidates To Fill The Following Positions:

1.

Job Title & Position Number:
Finance and Administration Manager
Job Summary/ Duties:
<p>The Finance and Administration Manager reports to the National Director, collaborates with National Director and National Office staff to prepare, organize, oversee management of National Office finance related activity and planning. The Finance and Administration Manager is responsible to ensure effective and efficient stewardship of resources and systems to achieve organization goals. Responsibilities will include supervision of affiliate accountants and NO Finance staff; preparing and defending audits; producing accurate and timely management information based on financial statements and program performance statistics; drafting and implementing financial policies and systems; drafting and managing national and affiliate budgets; and assisting program staff to improve operations.</p> <p>Coordinate all of HFHI's accounting and reporting compliance requirements for funds flowing through HFHI with the AME Finance Department.</p> <ul style="list-style-type: none"> ▪ <u>Manage the National Office's internal controls:</u> Directly manage the development, documentation, implementation, and monitoring of internal control processes for National Office to ensure internal controls are in compliance with HFHI and National finance policies. ▪ <u>Manage the asset tracking:</u> both in record and physical inventory. ▪ <u>Manage the accounting functions:</u> Directly manage the development, documentation, implementation, and monitoring of National Office's financial transactions to ensure that transactions are recorded on an accurate and timely basis and financial reports are provided to stakeholders by the prescribed deadlines. Manage the project procurement and disbursement process. ▪ <u>Administration Management:</u> Directly manage the payroll process, employee records, government taxes and project procurement. ▪ <u>Analyze financial and statistical information:</u> Analyze National Office's financial data and reports, producing monthly management accounts and monitoring for performance and efficiency. Analyze National Office's financial data on a monthly basis; track key indicators and timelines. Provide written or verbal analysis to stakeholders – National Director, Project manager, Project committees and other stakeholders. ▪ <u>Manage the budget:</u> Directly manage the development and approval of National Office's budget and insure that the budget is prepared as required under the terms of the MOU with HFHI. Oversee National Office's spending and track against approved budget. Oversee budget controls ▪ <u>Manage the cash flow:</u> Directly manage the ongoing development of the HFH's cash flow plans and monitor the actual cashflow. ▪ <u>Risk assessment:</u> Analyse changes and conduct risk assessment ▪ <u>Cost reduction:</u> Conduct reviews and analysis with the aim of exploring and implementing cost reduction opportunities ▪ <u>Revenue Centre:</u> track the cost of the Revenue Centre

Department:
Habitat for Humanity national office – Finance Department
Reporting to:
National Director
Job titles reporting to this position:
Knowledge, Skills and Abilities:
Competency and Abilities: <ul style="list-style-type: none"> ▪ Good knowledge of GAAP and IAS ▪ Working knowledge of accounting software, QuickBooks and SunSystems or similar programs. ▪ Advanced skills in the use of spreadsheets, word-processing programs and the Internet. ▪ Cross cultural management skills. ▪ Communication and presentation skills. • Willingness to uphold the Christian principles of HFHI
Interactions:
<ul style="list-style-type: none"> ▪ National Director. ▪ Project Manager. ▪ National Staff. ▪ Africa and the Middle East, Middle East Finance staff
Organizational level(s) impacted: (e.g.: AME staff, National Directors, HFHI staff, etc.)
National Office staff, AME Finance Staff, Affiliate Staff.
Budget/Financial Level/Stewardship and Financial Discretion:
Working Conditions:
Work from the National Office
Planning & Leadership Impact:
Responsible for financial management
Policy Level Impact:
Experience Required:
<ul style="list-style-type: none"> • At least 5 years in financial and administration management at a supervisory level • Experience managing bilateral donor funds • Experience working in an international organization preferred, preferably in an NGO • Cross-cultural management experience
Education Requirement:
<ul style="list-style-type: none"> • Bachelor’s degree in accounting, business administration, economics, finance or any related field. • CPA or other accounting and finance certification.

Job Title & Position Number:
Housing microfinance manager
Job Summary/ Duties:
<p>Job Purpose: Responsible for the overall implementation of the Housing Microfinance Program activities. This includes the design and delivery of housing micro-loan products and housing related support services both in- house and through Partnerships with Microfinance institutions. The overall program objectives are to enable hundreds of families to incrementally improve their housing and build new housing. This includes both administrative and fiscal management.</p> <p>Reports to: National Director.</p> <p>Key Result Areas:</p> <ol style="list-style-type: none"> 1. <i>Capacity Building:</i> Mentoring and coaching staff in key areas of managing the Program- Finance/ Accounting, Financial literacy and Microfinance, etc. 2. <i>Innovation/ Research & Development:</i> Develop methodologies, design Housing Microfinance products and implement Housing Microfinance partnerships. 3. <i>Systems design:</i> Design systems for detailed work planning and implementation, monitoring / managing risk and internal / external reporting and ensure that they functional. 4. <i>Program Development:</i> Develop and strengthen the activities of the housing microfinance program in a bid to achieve greater scale, sustainability, and minimizing risk through effective management of the human and financial resources as well as the organizations' assets. 5. <i>Portfolio Management:</i> Asset quality management and growth strategies. 6. <i>Representation and Networking:</i> Represent the organization to Housing and Microfinance Associations, Peers and other networks. 7. <i>Fund raising:</i> Work with Resource development department to originate proposals for funding the activities of the housing microfinance program. <p>Key Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Manage the portfolios to maximize total return in a manner consistent with HFH goals and objectives. Coordinate portfolio expansion in-house and also by building and maintaining relationships with local MFI's. • Develop housing microfinance best practices and methodologies for implementation. • Make recommendations to reach targets and goals while minimizing risk by identifying credit profile criteria and the most appropriate methodologies that apply to the targeted groups. • Housing Microfinance Product Development: Conduct market researches, piloting the products with an emphasis on providing affordable housing finance options for the poor. • Proposal Review: Reviews requests for funding of housing micro finance pilots from other institutions. • Forecast market changes based on economic and industry analysis. Perform post-investment operational back-up and financial due diligence of the housing Microfinance Partnerships. Develop new strategies, policies and procedures for Housing Microfinance operations. • Coach, mentor and train both Habitat for Humanity Uganda and partner organization staff to enable them assume their institutional roles in implementing housing microfinance operations. • Handle recruitment; design jobs, conduct selection and performance reviews of program staff. • Engage in marketing and sales activities to promote Housing microfinance among the target groups. Evaluation: Evaluates the organization's housing policies, procedures, programs and projects to ensure that they are efficient and effective in meeting the needs of clients while being sustainable.

3.

	Date June 2010	Revision Date(s)
Position Title Project Coordinator	Position Number local hire	
Department HFH Ghana	Reporting To (Title and Position Number) Grant Manager	
Cross Functional Department	Cross Functional Reporting To (Title and Position Number)	
Position Titles/Position Numbers Reporting to this Position		
Other:		
<p>Detail Responsibilities/Duties (Please note that the responsibilities are not all inclusive, as changes to services are made and/or new responsibilities are identified they will be added as deemed appropriate)</p> <p>The Project Coordinator will be responsible for the administration and implementation of projects within Ghana. The Project Coordinator is responsible for the compliance of the grant and HFHI MOU requirements – ensuring target deliverables are met on time and within budget.</p> <p><i>The Project Coordinator will report directly to the Grant Manager.</i></p> <p>The areas of responsibility for this position are listed below.</p> <ul style="list-style-type: none"> • Oversee the construction of all structures (houses, rooms, latrines, etc.). • Conduct regular monitoring and evaluation assessments against project objectives • Support and manage staff at the field level by making trips as necessary to construction and training sites. • Managing, integrating, and supporting volunteers and GV teams. • Providing management, supervision and capacity building of the project teams. • Communicating and liaising with provincial authorities, community leaders, and local partners. • Monitoring and reporting of operational aspects of all projects. • Developing and managing comprehensive activity plans, including resource needs analysis covering time frames of project contracts. • Planning and constructing project budgets, in collaboration with Finance Department staff, the National Director and HFH AME Grants Management unit. • Monitoring all project expenditures, tracking expenses, and projecting short and long term cash needs including cash flow needs of the project, (including cash forecasting, supervising logistic/administrative team spending, accounting). • Ensuring all expense sheets are completed and delivered in a timely fashion to the Finance Department. • Approves action plans for staff. • Ensure that program staffs are meeting deadlines and targets. • Establish a clear and transparent paper system (orders, invoices, receipts, and inventories) is maintained for all orders, purchases, delivery and reception of material and goods. • Developing and maintaining relationships with local authorities and churches, NGO's, and other stakeholders, with the objective of raising public awareness of HFH Ghana and ensuring good co-operation with partners. • Other duties assigned by the National Director. 		

Skills Requirements (i.e. Language, Mathematical, Reasoning, Other)

- Ability to establish and sustain interpersonal and professional relationships with donor and local and international organizations
- Ability to perform and prioritize multiple tasks.
- Proficiency in the Microsoft Office suite.
- Ability and willingness travel extensively.
- Ability to train and mentor local organizations, often with limited capacity, on grants management and reporting preferred.
- Fluency in written and spoken English and local language
- Excellent communication skills

Interactions (with others to exchange information, opinions, and concerns to resolve problems. Description should include the level of problem solving (basic to complex), how much supervision is required to implement change and whether these actions require interpretation of established policies and procedures.)

- Regional staff, construction specialist, Project Officers and Recovery Officers.
- Representatives of external organizations

Organizational Level(s) Impacted (e.g.: AME Staff, National Directors, HFHI Staff, etc.)

- Regional staff

Budget/Financial Level/Stewardship and Financial Discretion

Accountable for stewardship of his or her own productivity and consumption of resources.

Working Conditions

Based at regional office

Planning and Leadership Impact

- The position is responsible for planning and implementing activities that strengthen the project staff capacity to develop, implement and sustain the destitute housing project.

Policy Level Impact

- Administer and manage policies which govern the defined function.

Experience Required

- 2-5 years experience managing award and administration of international grants or contracts or comparable experience in law, business or finance preferably on a construction project
- Working knowledge of USAID or PEPFAR grants;
- Demonstrated ability to exercise financial oversight of projects
- Experience supervising staff

Education Required

- University degree in Social Sciences

4.

	Date June 2010	Revision Date(s)
Position Title Recovery Officer	Position Number local hire	
Department HFH Ghana	Reporting To (Title and Position Number) Recovery Manager	
Cross Functional Department	Cross Functional Reporting To (Title and Position Number)	
Position Titles/Position Numbers Reporting to this Position		
Other:		
<p>Detail Responsibilities/Duties (Please note that the responsibilities are not all inclusive, as changes to services are made and/or new responsibilities are identified they will be added as deemed appropriate)</p> <p>The Recovery Officer is responsible for collecting bad debts and arrears of loans. Reporting to the Recovery Manager, the Recovery Officer will be remunerated on a commission basis, based on the recovery of overdue loans.</p> <ul style="list-style-type: none"> • The Recovery Officer is responsible for communicating with debtors, establishing and developing effective payment plans with debtors. • The Recovery Officer will advise debtors of their legal liability under existing local contract law (including the interpretation of their liability under the HFH loan agreement) • Interview debtors to access their means and negotiate payment plans to recover the debt. • Draft correspondence and take necessary action to ensure that a notice of indebtedness is served on every delinquent debtor • The Recovery Officer will also directly manage a loan portfolio to maximize cash recovery on each loan and draft recommendations on loan collection and present them to the Recovery Manager • The Recovery Officer will collect and input data to facilitate tracking of pertinent debt collection to effectively monitor debt repayment and to accurately reflect the status of individual accounts. • Interview debtors to access their means and negotiate payment plans to recover the debt. • Draft correspondence and take necessary action to ensure that a notice of indebtedness is served on every delinquent debtor. • Ensure that reconciliation of the computerized loan tracking system and General Ledger as pertains to the portfolio in arrears is carried out monthly and submit to HFH Ghana. • Prepare and submit data for Monthly and for Quarterly Reporting to the Recovery Manager. • Carry out any other duties assigned by the Recovery Manager. 		
<p>Skills Requirements (i.e. Language, Mathematical, Reasoning, Other)</p> <ul style="list-style-type: none"> • Excellent interpersonal skills, the ability to communicate effectively (both orally and in writing) • High level of perseverance and ability to remain calm in stressful situations • Knowledge of: current collection procedures, regulations, and laws; • investigative procedures applicable to the collection of bad debts; • interviewing techniques used to obtain factual information; • basic arithmetic and financial record keeping; • Computer literate in software applicable to record keeping and collection of delinquent 		

accounts.

- Knowledge of local language

Interactions (with others to exchange information, opinions, and concerns to resolve problems. Description should include the level of problem solving (basic to complex), how much supervision is required to implement change and whether these actions require interpretation of established policies and procedures.)

NO staff, field staff, homeowners

Organizational Level(s) Impacted (e.g.: AME Staff, National Directors, HFHI Staff, etc.)

NO staff, Field Staff. , homeowners

Budget/Financial Level/Stewardship and Financial Discretion

None

Working Conditions

Based at Regional Office, travel required

Planning and Leadership Impact

The employee contributes to the operating and action plan and evaluation of this specific job.

Policy Level Impact

None

Experience Required

- A minimum of 1 year experience in debt collection
- Extensive relevant experience in enforcement and collection of debts and a good understanding of the law of contract, regulations and enforcement powers in the Ghanaian context.
- NGO experience a distinct advantage

Education Required

- University degree in Business Administration (finance Option)

5.

	Date June 2010	Revision Date(s)
Position Title Senior Account Officer	Position Number local hire	
Department HFH Ghana	Reporting To (Title and Position Number) Assistant Finance Manager	
Cross Functional Department	Cross Functional Reporting To (Title and Position Number)	
Position Titles/Position Numbers Reporting to this Position		
Account Officer		
Other:		
<p>Detail Responsibilities/Duties (Please note that the responsibilities are not all inclusive, as changes to services are made and/or new responsibilities are identified they will be added as deemed appropriate)</p> <p>The Senior Accounts Officer is responsible for overseeing the finances of Habitat for Humanity Ghana. The Senior Account Officer is responsible for ensuring the security of the organization's assets and the integrity of the organization's financial statements. The Senior Account Officer is also responsible for ensuring compliance with the reporting requirements of Habitat for Humanity International. The Assistant Finance Manager supervises the Senior Account Officer. The areas of responsibility for this position are listed below.</p> <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Enter financial data into computerized accounting systems (Sun system) on a regular basis and ensure timely export of the quarterly Sun Database, including National Office and petty cash transactions. • Prepare checks and check payment vouchers as per the requests. • Review account balances and ensure that bank reconciliation has been carried out on a monthly basis. • Generate financial statements from computerized accounting system for review very month. • Responsible for reconciling all the balance sheet items on a monthly basis. • Ensure that the Fixed Asset's Register is well maintained and updated on a quarterly basis. • Prepare staff salaries, make all the necessary deductions and ensure that the payroll register is well managed on a monthly basis. • Responsible for the reconciliation of the HFHI transfers both Designated and Undesignated funds on a monthly basis. • Responsible for the follow up of unaccounted funds when need arises. • Ensure that all assets are insured accordingly. • Ensure proper authorization of payments and carryout budget monitoring on a daily basis. • Carry out other duties as directed by Assistant Finance Manager and Finance Manager or National Director. 		

Skills Requirements (i.e. Language, Mathematical, Reasoning, Other)

- Computer literate and familiar with accounting package, Sun Systems highly preferred
- Microsoft Word and Excel abilities are required,
- Microsoft Access abilities preferred
- Excellent interpersonal communication skills

Interactions (with others to exchange information, opinions, and concerns to resolve problems. Description should include the level of problem solving (basic to complex), how much supervision is required to implement change and whether these actions require interpretation of established policies and procedures.)

Interact with others to give and receive information.

Organizational Level(s) Impacted (e.g.: AME Staff, National Directors, HFHI Staff, etc.)

AME staff, NO staff, Field Staff.

Budget/Financial Level/Stewardship and Financial Discretion

- Assist with budget processing, documentation and accounting.

Working Conditions

Working at the National Office

Planning and Leadership Impact

The employee contributes to the operating and action plan and evaluation of this specific job.

Policy Level Impact

Employee follows and supports policies.

Experience Required

- At least three years of relevant corporate or business experience in financial management preferably with NGO.

Education Required

- University degree in Business administration (finance option)

Notes/Other