

ADVERTISEMENT FOR THE ROLE OF FINANCE OFFICER

Introduction

AngloGold Ashanti Iduapriem Community Trust Fund was established in 2012 and has been supporting development initiatives of communities within AngloGold Ashanti Iduapriem Mine catchment area in Tarkwa Nsuaem and Prestea Huni-Valley Municipalities. The Trust Fund is inviting applications for the role of Finance Officer to augment its current secretariat staff strength. The successful candidate will report directly to the Programme Manager.

Job Summary

The Finance Officer will support in establishing and maintaining financial and management procedures to ensure compliance with all regulatory requirements and to ensure the effective management of contracts established to deliver outcomes that meet the strategic objectives of the Trust Fund.

Job Responsibilities

The Finance Officer will be responsible for the following.

- Ensure that the day-to-day accounting and projects contract duties of the fund are effectively executed.
- Prepare and record timely and accurate accounting transactions for the fund.
- Record accurately and in accordance with funds policies and procedures all accounting entries and corporate actions and journal entries.
- Undertake all payroll and employee accounting financial transactions.
- Reconcile and review all fund transactions, prepare audit schedules, compliance and tax reports and financial statements.
- Participate in negotiation of contract terms on a range of central contracts and to monitor performance against these contracts.

Person Specifications

- A bachelor's degree in accounting, finance, and related discipline.
- Full or part Professional Qualification with ICAG, CIMA-UK or ACCA will be an added advantage.
- A minimum of five (5) years working experience in a similar role preferably in a CSO/NGO or mining environment.
- Outstanding interpersonal, verbal, and written communication skills
- High level project management skills.
- Ability to work closely with a small team and people of diverse backgrounds.
- A valid Ghanaian driver's license and proficiency in driving light vehicles.

Mode of Application:

Please note that applications should be submitted via email iduapriemcommunitytrustfund@gmail.com

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The Trust Fund Secretariat
AngloGold Ashanti (Iduapriem) Limited
Sustainability Department
P. O. Box TK283
Tarkwa

before close of business on Wednesday 31 January 2024 and applicants not contacted within 21 days of applying, should consider their application unsuccessful.