



AIMS

African Institute for
Mathematical Sciences
GHANA

We're transforming Africa through innovative scientific training, technical advances and breakthrough discoveries!

The African Institute for Mathematical Sciences (AIMS) is a pan-African network of centres of excellence for postgraduate training in mathematical sciences, research and public engagement in STEM. Its mission is to enable Africa's brightest students to flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, educational and economic self-sufficiency. The first AIMS centre opened in Cape Town, South Africa in 2003; since 2011, AIMS has opened additional centres in Senegal, Ghana, Cameroon and Rwanda.

Each AIMS Centre provides expertly tailored academic and non-academic programs, training around 50 African students each year and preparing them for leadership in the domains of academia, government and industry. The AIMS academic program relies on top international lecturers who teach in a 24-hour learning environment.

If you bring a collaborative spirit with a passion to effect change, consider this opportunity as the...

Senior Finance Officer!

In this role, reporting to the Senior Finance Manager, you will provide support and service to the Senior Finance Manager in the delivery of finance services in support of the Centre's operational programmes.

Your hands-on experience includes Centre Accounting system maintenance (AccPac), Preparation of monthly bank reconciliations, including posting of bank charges and other adjusting items, Cash Advances, Review/reconciliation of balance sheet accounts, Preparation of accruals, Provisions and Monthly Finance Report (MFR) for all programme Managers. You will also be responsible to assist programme and Functional Managers to develop budgets format and will be in charge of preparing Financial Statement to donors.

In addition, the Senior Finance Officer will ensure the effective and efficient administration of the Cash, Bank Payments and receipt by verifying accounting coding on payment requests and cash/bank journals, preparation of bank instructions for signature, (e.g. Bank drafts, bank transfers, etc.), processing petty cash payments and transactions, cash counts and reconciliation to journal balances.

This is a full-time opportunity based at AIMS Ghana Centre in Accra.

African Institute for Mathematical Sciences Ghana (AIMS Ghana)

- Summerhill Estates, East Legon Hills – Santoe, Accra
- GPS: GK-0647-1372 ● P. O. Box LG DTD 20046, Legon, Accra ● Tel: 036-219-6616
- E-Mail: info@aims.edu.gh ● Web: www.aims.edu.gh



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Do you have what we need?

- A Degree in Accounting / Business Studies / Finance
- Level 2 of Professional qualification preferably ICAG/ ACCA
- Appropriate qualification in computerised finance systems
- Experience of managing & supporting staff.
- Experience of working for a development organisation.
- Experience in administration
- Competent in financial control and reporting at all levels
- Experience in budgeting, budget monitoring, producing narrative and financial reports to deadlines.
- Excellent knowledge in computer applications (Windows, spreadsheets, accounting packages, word processing, e-mail).
- Languages: good written and spoken English
- Good training skills
- Ability to present financial information clearly (orally and written)

Are you ready to be a part of the transformation?

Click on [this link to apply](#). Applications will be accepted until **May 21, 2021**.

Should no feedback be received from AIMS Ghana within four weeks of your submission, kindly accept that your application will not be further pursued. AIMS Ghana is an equal opportunity employer.

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