

## **GHANA REFUGEE BOARD VACANCIES**

Ghana, a relatively peaceful country in the West Africa sub-region currently hosts approximately 13,000 refugees from thirty-six (36) countries across the globe. The Ghana Refugee Board (GRB) was established by PNDC LAW 305 (D) of 1992 with a broad mandate to handle and manage refugee issues, provide care, assistance and protection for all asylum seekers and refugees on the shores of Ghana. GRB is an autonomous agency of the Ministry of the Interior. The Board is chaired by an official appointed by the President, and composed of representatives from the Ghana Police, Immigration, National Security, Ministries of Foreign Affairs, Education, Gender and Social Welfare, Attorney General and Justice and the National Disaster Management Organization with an observer status for UNHCR representation. Board functions are performed within the following legal framework: Ghana Refugee Law of 1992; the 1951 UN Convention Relating to the Status of Refugees; the 1969 OAU Convention Governing Specific Aspects of Refugee Problems in Africa. GRB's day-to-day affairs are handled by a Secretariat under an Executive Secretary appointed by the President on the advice of the Public Service Commission. GRB is seeking to recruit suitably motivated and qualified persons for the following positions:

### **Finance Officer**

#### **Purpose**

- To provide operational support for the financial administration of the Board

#### **Duties and Responsibilities**

- Provides technical guidance and directives to the team members in line with the set objectives of the Board.
- Designs and maintains effective accounting and internal control systems.
- Prepares annual budget and financial statements in accordance with approved standards; and
- Collates data for the analyses of financial transactions, recording and keeping the books of accounts.
- Checks and vets all financial documents before payments are made, and ensures that details are properly entered into the appropriate ledgers.
- Drafts technical reports on the performance of the section.

#### **Qualifications and Experience**

- A member of the Institute of Chartered Accountants, Ghana (ICA, GH) or a professional accounting body recognized by (ICA, GH).
- A bachelor's degree in Accounting, Finance or a related discipline from a recognized tertiary institution.
- A minimum of one (1) year post qualification relevant work experience in a reputable organization.
- Must pass a competitive selection interview conducted by the Board in collaboration with the Public Services Commission.

**Competencies**

- Conversant with major Accounting software.
- Capacity to inspire and motivate.
- Communication, writing, reporting and presentation skills.
- ICT skills.
- Knowledge of project and programs management