TRANSPARENCY INTERNATIONAL GHANA
formerly Ghana Integrity Initiative -GII

TERMS OF REFERENCE – PROJECT ACCOUNTS OFFICER

Position: Project Accounts Officer
Contract Duration: Three (3) years, subject to satisfactory performance and continued project funding
Reports to: Finance Manager and Executive Director

1. Background

Transparency International Ghana (TI Ghana), the Ghana Chapter of Transparency International, works towards "a corruption-free society where all people and institutions act accountably, transparently and with integrity." Its mission is to fight corruption and promote good governance by building strong partnerships with government, business and civil society, while empowering citizens to demand accountability. This mandate is anchored in the values of transparency, accountability, integrity, independence, impartiality, objectivity and cooperation.

In advancing this mandate, TI Ghana manages a growing portfolio of donor-funded and Transparency International-supported interventions, including FAIR, ISDA and other current and emerging TI-related grants. The scale and compliance requirements of these interventions demand financial stewardship that goes beyond transaction processing to encompass sound budget management, timely financial analysis, effective internal controls, accurate donor reporting and adherence to grant, organisational and statutory requirements. For TI Ghana, these are not only fiduciary obligations; they are integral to demonstrating internally the standards of accountability and integrity it promotes externally.

TI Ghana therefore seeks to engage a Project Accounts Officer to provide dedicated financial stewardship for assigned projects. The Officer will ensure that project resources are properly planned, utilised, recorded, monitored and accounted for; provide timely and reliable financial information for management decision-making; and identify financial, fiduciary and compliance risks early enough for corrective action. The position will contribute directly to effective project delivery, donor assurance and TI Ghana's overall financial and institutional integrity.

2. Purpose of the Position

The Project Accounts Officer will take day-to-day responsibility for the financial management and accounting of assigned projects, ensuring compliance with approved project budgets and agreements, Transparency International requirements, donor conditions, TI Ghana's Finance Manual and internal controls, and applicable statutory obligations. The Officer will support the Finance Manager and Executive Director with accurate and timely information on the financial health of each assigned project and work closely with Project Leads to ensure that programme implementation and financial performance remain aligned.

3. Key Responsibilities

Under the supervision of the Finance Manager and Executive Director, the Project Accounts Officer will provide financial stewardship for assigned projects, including FAIR, ISDA and other TI-supported interventions. The Officer will:

1. Maintain accurate project accounts; process and correctly code authorised transactions; reconcile accounts and advances; and ensure expenditure is eligible, properly supported and within approved budgets.
2. Monitor expenditure, commitments and burn rates; prepare budget-versus-actual analyses and cash-flow forecasts; and promptly flag significant variances, underspending, overspending and potential ineligible costs.
3. Prepare timely and accurate financial and donor reports and ensure compliance with TI Ghana policies, Transparency International requirements, donor agreements and applicable statutory obligations.
4. Work closely with Project Leads on activity budgets, forecasts, funding requirements and timely retirement of advances to support effective project delivery.
5. Verify budget availability and compliance with payment and procurement requirements, maintain appropriate segregation of duties, and promptly escalate irregularities, conflicts of interest or control breaches.
6. Maintain complete, audit-ready financial records; support project and institutional audits; track audit findings and financial risks; and follow agreed corrective actions to closure.
7. Provide management with timely information on project financial performance and emerging risks, and ensure proper financial close-out, reconciliation and archiving of assigned projects.

The Officer is expected to anticipate, advise, flag and escalate financial and compliance risks early, ensuring that assigned projects remain financially sound, compliant and audit-ready throughout implementation.

4. Key Performance Expectations

Performance will be assessed on the quality and reliability of financial stewardship, not simply the volume of transactions processed. Key expectations include:

1. Accurate, complete and timely accounting for assigned projects, with transactions supported by the required documentation.
2. Monthly reconciliations, budget-versus-actual reviews and project financial dashboards completed within agreed internal timelines.
3. Donor financial reports prepared accurately and sufficiently ahead of contractual deadlines for internal review and approval.
4. Material budget variances, compliance risks and potential ineligible expenditure identified and escalated early, with corrective actions tracked.
5. Project advances and accountabilities actively monitored and resolved within prescribed timelines.
6. Complete, accessible and **audit-ready financial records**, with no avoidable repeat audit findings attributable to project accounting.
7. Reliable forecasting that supports timely implementation and minimises avoidable overspending, underspending and unutilised project balances.

8. Assigned projects financially closed within applicable TI Ghana and donor requirements.

6. Qualifications, Experience and Competencies

The successful candidate should have:

1. A Bachelor's degree in Accounting, Finance or a closely related discipline from a recognised institution.
2. Professional accounting qualification or demonstrable progression towards ICAG, ACCA, CIMA or equivalent will be an advantage.
3. At least three years' relevant experience in project accounting, preferably within a civil society, international development or donor-funded environment.
4. Demonstrable competence in project accounting, budgeting, reconciliations, financial analysis, donor reporting and audit preparation.
5. Experience interpreting grant agreements and applying donor financial and procurement requirements.
6. Strong proficiency in accounting software and Microsoft Excel and an ability to convert financial data into useful management information.
7. Working knowledge of relevant Ghanaian statutory and regulatory financial requirements.
8. Strong analytical ability, attention to detail, organisation and deadline management.
9. Ability to communicate financial requirements clearly to non-finance colleagues and work constructively across programme and finance functions.

Above all, the Officer must demonstrate sound judgement, professional courage, confidentiality and unquestionable integrity. The position requires an individual capable of raising concerns respectfully but firmly where expenditure, documentation or proposed actions do not meet required standards.

Application Process and Submission

Interested and qualified candidates should submit:

1. A concise cover letter outlining their suitability for the position and relevant project-accounting experience;
2. A current curriculum vitae (CV)- 3 page maximum-, including contact details of at least two professional referees; and

Applications should be **submitted by email to jobs@tighana.org,** with the subject line "Application – **Project Accounts Officer",**

or

delivered in a sealed envelope to the Transparency International Ghana Secretariat, Accra, no later than **11th September 2026 @5:00pm.**

TI Ghana is an equal opportunity employer committed to diversity and inclusion. Qualified women and persons with disabilities are particularly encouraged to apply.

However, only shortlisted candidates will be contacted.