Lively Minds Job Description –GES Financial Disbursement Coordinator

### Summary

**Position:** GES Financial Disbursement Coordinator

**Reports to:** Finance and Administrative Manager

**Based:** Based in Tamale with minimal travel to other regional offices

**Contract:** A fixed-term contract of two years with a possibility of contractual renewal depending on how our Ghana scale up programme is progressing.

**Hours**: Full-time, 8am to 4pm Monday to Friday, with one hour for lunch.

**Compensation: Band 4**.

**Benefits:** Benefits include basic, medical insurance for the employee only. We also offer Tier 3 SSNIT (3% contribution). Lively Minds is passionate about learning and development. We offer all staff access to internal learning opportunities. We are unable to offer any financial support for relocation. However, new staff may be permitted to stay on a short-term basis in shared office accommodation if there is a room available in the office. These rooms will be allocated on a first-come-first-serve basis.

### About us

Lively Minds is an award-winning NGO, working to get pre-schoolers in rural Ghana & Uganda school-ready. Since 2008, we have developed an innovative, behaviour-change programme that empowers marginalized, poorly-educated mothers to run educational ‘Play Schemes’ for pre-schoolers and to provide better home-based care, using local resources. The Lively Minds programme aims to improve school-readiness of rural kindergarten children, by training parents to provide practical, cost-free learning and developmental activities in the kindergarten and at home.

Following a highly successful pilot, Ghana Education Service (GES) has officially adopted our programme to improve early childhood development. Our goal is for mothers and the GES to run our programme at scale. Between 2020 and 2024, GES will adopt and scale the programme to 60 districts, in 8 regions. Lively Minds will provide training, technical assistance, and district-level capacity building to enable the programme to be embedded and sustained. This will be implemented across Bono East, Bono, Oti, Savannah, North East, Northern, Upper East, Upper West regions.

We’re an ambitious team, determined to have a major positive impact on the world. We work hard, at a fast pace, in a challenging environment. We expect everyone to give their best to achieve the best possible results. Our work is demanding but provides plenty of opportunity for learning, growth and creativity. We want all staff to be happy, fulfilled and to feel appreciated and valued in their work.

To find out more about our programme, please visit [www.livelyminds.org](http://www.livelyminds.org).

### About the role

The GES Disbursement Coordinator will be part of a lively, global finance team. Reporting to the Ghana Finance and Administrative Manager. The Officer will have excellent attention to detail and be methodical and thorough in their approach to work.

With good financial acumen and a thirst for continuous improvement, the successful candidate will have a “can-do” attitude – always willing to get involved and help where necessary. The officer will be responsible for handling and recording a large number of financial transaction specific to the Disbursement of Claims to Districts and Regions and supporting documents whilst maintaining accurate accounts and record keeping. The officer will also be responsible for monitoring and escalating any financial risks and issues of non- compliance in a timely manner.

### About you

To succeed in this role, you will be/have:

* Assertive, values-driven and understands how to challenge others.
* Understanding of the importance of compliance and regulation in everything they do.
* Confident in liaising with a wide range of individuals, including senior stakeholders.
* A strong verbal communicator.
* Pays attention to details.
* Inquisitive and able to identify risks and issues.
* Able to operate as part of a wider, global finance team that works together virtually, and in person.

### Main duties and responsibilities

#### GES Disbursement/Finance Systems and Processes

* Prepare disbursement notifications and internal requisitions for signed off Claims and send for the review of the Ghana Finance and Admin Manager.
* Track approved disbursement notifications and internal requisitions and follow-up on the respective Finance and Admin Officers for payment.
* Notify Laises and Regional managers on the status of disbursement transfers and follow up for confirmation of receipts.
* Maintain and update a calendar of claim disbursement for each school term.
* Prepare monthly cash projections for various GES disbursement due for the review of the Finance and Admin Manager.
* Support with other Finance and administrative duties as required such as printing and photocopying, and purchasing stationery.

#### Termly Reporting

* Promptly and accurately, update the GES disbursement tracker and Clickmedix.
* Review claim reports from the District and Regions against the approved disbursements and sign off reports. This includes checking the Claim reports against accountabilities, daily attendance sheets, invoices, receipts and querying non-compliance.
* Follow up on laises and regional managers for responses to queries and the status of implementation of recommendations.
* Prepare journals for signed off Claim reports for posting in the accounting software.
* Reconcile monthly Code 801 balances.
* Maintain a calendar of reporting timelines for each school term.

#### Risk Management

* Mitigate risk for LM by following the appropriate guidelines established.
* Maintain register of non-compliance and make the Finance and Administrative Manager aware of any compliance risks or potentially fraudulent activity.

#### Training and Capacity Building in the GES Disbursement Processes

* Support the Finance and Administrative Manager to train/ensure the Lively Minds team understand GES Disbursement protocols and demonstrate utmost accountability.
* Explain the requirement of the GES Disbursement policies to the Ghana Team members.

*You may be assigned any other responsibility in agreement with your line manager, in contribution to Lively Minds work and in recognition of your experience and skills. It is therefore expected for staff to be flexible and willing to contribute to the work of the wider team.*

### Experience and skills

#### Essential experience and skills

* Bachelor’s degree in commerce, administration or economics; or ICA GH Part II; or equivalent.
* 3+ years’ experience in an accounting or finance role.
* Extensive understanding of accounting principles and local financial regulations/laws.
* Strong quality focus and able to keep accurate financial records and reports from incomplete records.
* Hands-on practical experience of bank reconciliations.
* Self-starter who is able to work with limited supervision.
* Experience of liaising with professional specialists responsible for risk management and co-ordinating financial records, reports and controls.
* Able to uphold and enforce financial protocols and demonstrate utmost accountability.
* Able to manage and coach others.
* Technically literate – basic user of MS Word, Powerpoint, Excel and MS Teams and able to adapt to and learn new tech systems easily.

#### Desirable experience and skills

* Experience of working with remote teams.
* Experience of working in the NGO sector.
* Good user of Xero, Quick Books or similar accounting software.

*You will be expected to perform against the Lively Minds Competencies.*

### Please note

* Kindly note that the deadline is 22nd June, 2022.
* Applications submitted after the deadline will **not** be considered.
* Kindly note that the applications will be reviewed on a rolling basis.
* Kindly download and fill application form and submit to [jobs@livelyminds.org](mailto:jobs@livelyminds.org).
* **CVs are not accepted**