



WE ARE HIRING:

Join us: Grants Finance Officer – Project (4 months cover)

05.10.2026



ABOUT US

Fairtrade Africa (FTA) is the umbrella network organization representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – Eastern Africa; Southern Africa; West Africa; and Middle East and North Africa. Established in 2005, FTA aims to effectively represent producers and workers within the International Fairtrade System and provide services to them that contribute to the improvement of their livelihoods. The FTA Board directs policy and strategic development of the organization.

FAIRTRADE AFRICA PURPOSE: To improve the socio-economic conditions of African producers through increased access to better trading conditions.

ABOUT THE JOB

To ensure effective financial management of the organization's grants and day-to-day financial operations through accurate accounting, budgeting, cash-flow management, timely reporting, and compliance with donor requirements, organizational policies, and applicable statutory obligations.

LOCATION: Ghana

REPORTING LINES:

Post-holder reports to: Regional Finance and Administration Coordinator

Staff reporting to this post: None

SCALE LEVEL: Officer 2

BUDGET RESPONSIBILITY: Yes



DUTIES & RESPONSIBILITIES

Key Performance Areas

- Support the Regional Finance Team to develop procedures and oversee controls in issuing procurement contracts and processing of all payments and cheques.
- Ensure local tax laws and regulations are adhered to, by withholding, remitting and paying all taxes due and in due time
- Lead on the processing of invoices and receipts (Including thorough proof and accounting validation) related to project expenditure.
- Record financial transactions accurately and promptly in the accounting system using appropriate accounts, project codes, and cost centers.
- Prepare monthly, quarterly and yearly financial Reports on donor projects assigned
- Maintain orderly electronic and physical records that support financial reporting and audit requirements.
- Prepare for and assist with the regional annual and Project audits
- Support implementation partners / sub-grantees in preparing for financial audits.
- Review grant agreements, approved budgets, and donor financial requirements, and communicate key obligations to programme teams and budget holders.
- Monitor grant expenditure against approved budgets, funding conditions, implementation periods, and eligible cost categories.
- Verify that costs charged to grants are adequately supported, correctly allocated, and consistent with donor requirements.
- Monitor expenditure restrictions, co-financing obligations, indirect cost recovery, and other grant-specific financial conditions for all assigned projects.
- Maintain a calendar of donor reporting, funding requests, audits, budget revisions, and grant closeout deadlines.
- Identify potential ineligible expenditure, unsupported transactions, overspending, and compliance breaches, and escalate them promptly.
- Prepare financial information for donor queries, grant reviews, and requests for budget amendments.
- Track grant receivables, funding instalments, and outstanding donor commitments, and follow up on amounts due.
- Prepare regular budget-versus-actual reports by grant, department, and cost category.
- Analyse expenditure trends, commitments, funding balances, and material variances.
- Discuss variances with budget holders and document explanations and agreed corrective actions.
- Update expenditure forecasts to reflect implementation progress, outstanding commitments, and planned activities.
- Highlight risks of overspending, underutilization, funding gaps, and expenditure falling outside grant periods.
- Provide timely financial information to support management decisions and programme delivery.
- Track agreed financial actions and follow up on their completion.

SKILLS & EXPERIENCE REQUIRED

Qualifications

- Bachelor's degree in finance and business administration or related field
- Relevant professional accounting qualification.

Experience and Knowledge

- At least 3 years' experience in a similar position developing and monitoring budgets
- Knowledge of the local taxation laws and general accounting convention
- Experience in budgeting, donor reporting, cash-flow management, reconciliations, and audit support.
- Working knowledge of donor financial requirements, internal controls, and applicable statutory obligations.
- Proficiency in accounting software's and Microsoft Excel.
- Experience with implementing partners and multiple currencies is desirable.

Skills

- MS Office applications especially Word, Excel, Outlook and PowerPoint
- Strong financial management and accounting skills
- Data entry and records maintenance skills
- Excellent analytical skills and attention to details
- Excellent organizational skills
- Good customer services skills
- Strong listening and communication skills to facilitate understanding of financial procedures.
- Responsible and Accountable.

HOW TO APPLY

APPLICATION DEADLINE is 13th October 2026

An application form (**CVs will not be accepted**) can be found on the jobs and volunteering page of our website:
<https://www.fairtrade.net/africa-en/about/opportunities.html>

If you have any queries, please e-mail recruitmentwestafrica@fairtradeafrica.net

or call **+254 202721930** or **+254 704180169** and ask to speak to a member of the HR team. Qualified applicants will be subjected to background checks as a pre-condition of employment. Completed applications should be saved in the applicant's name and the position (Grants Finance Officer) and be e-mailed to recruitmentwestafrica@fairtradeafrica.net

"Fairtrade Africa is an equal opportunity employer, and female candidates are encouraged to apply"

All applicants should state how they meet the essential requirements of the post and include their email address, telephone contacts and three referees with contact details on the application form.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.