

## FINANCE & COMPLIANCE OFFICER



Phone :

Web :

### **Job Summary**

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Vacancy :

Deadline : Jan 01, 1970

Published : Nov 24, 2025

Employment Status : Full Time

Experience : 3 - <5 Years

Salary :

Gender : Any

Career Level : Any

Qualification : Bachelor's degree

## Job Description

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SOS Children's Villages Ghana is a child welfare organization that provides stable, Family-Like Care (FLC) for children in need. We also offer social services to families at risk through our Family Strengthening Projects. We currently operate in four locations: Tema, Asiakwa, Kumasi, and Tamale, with our national office located in Accra. Applications are invited from suitably qualified and dynamic persons for appointment on our EU–Ghana Youth Empowerment Program “**Spark Change Makers**” (Empowering Youth-Led CSOs and Social Entrepreneurs) Project as:

**Position: Finance and Compliance Officer**

**Location:** Asokore Mampong with some travel to project and partner sites

**Reports To:** Project Accountant (directly)

**Duration: 40 months (contract renewable based on performance and availability of funds)**

### Role Overview

**The Finance and Compliance Officer plays a key role in ensuring the *Spark Change-Makers Project* uses its funds wisely and in full compliance with donor and organizational requirements. The officer works to keep all financial records accurate, supports budgeting and reporting, and ensures that every financial transaction follows the proper procedures. This role also involves guiding and supporting project partners to manage their finances properly, helping them meet EU and SOS Children's Villages Ghana standards. The Finance and Compliance Officer reviews spending, checks supporting documents, and ensures that funds are used for their intended purposes. In addition, the officer helps identify and manage financial risks, prepares for audits, and ensures that issues found are addressed quickly. They work closely with the Project Accountant and the Project Coordinator to provide financial updates, improve internal systems, and promote transparency across the project.**

### Qualifications and Experience

- A Bachelor's degree in Accounting, Finance, Auditing, or a related field.
- A professional part qualification (Level II of ACCA, CA, CIMA, or equivalent) or higher would be an advantage
- At least **3–5 years of experience** in finance, audit, or compliance — ideally in a donor-funded or NGO setting.
- Good knowledge of **EU donor rules and reporting requirements**.
- Strong understanding of Ghana's accounting laws and tax regulations.
- Experience monitoring partners, managing sub-grants, or conducting financial reviews.
- Proficiency in Microsoft Excel and accounting software

### Key Responsibilities will involve

- Financial Management
- Compliance and Internal Controls
- Partner and Grant Oversight
- Risk Management
- Coordination and Support

SOS Children's Villages Ghana is committed to preventing any type of unwanted behaviour at work, including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct, and is committed to promoting the welfare of children, young people, adults, and beneficiaries with whom SOS Children's Villages Ghana engages. The Organization expects all staff and volunteers to share this commitment through our Code of Conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. SOS Children's Villages Ghana is committed to ensuring diversity and gender equality within our organization and encourages applicants from diverse backgrounds to apply.

**VISIT HERE TO APPLY:** <https://shorturl.at/OCWep>

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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Bachelor's degree

**Compensation & Other Benefits**

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