# Application Form

## Director of Finance, Ghana

To apply for the Director of Finance, Ghana role here at AfriKids, please complete and submit this **Application Form** together with your **CV** and **Cover Letter** to **hr@afrikids.org**. Incomplete applications will not be considered.

If you have any questions or would like to discuss this role before the deadline, please email hr@afrikids.org.

Deadline for application: 23.59 GMT (22.59 Ghana time) on Sunday 18th July 2021

|  |  |
| --- | --- |
| First name | Click or tap here to enter text. |
| Last name  | Click or tap here to enter text. |

Name you’d like us to use to address you:

Your preferred pronoun (how would you like us to refer to you?):

|  |  |
| --- | --- |
| [ ]  She/her | [ ]  He/him |

Other, please state:

Click or tap here to enter text.

Are you a current or former employee of AfriKids?

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

If yes, please give details

Click or tap here to enter text.

Do you have any previous connections to AfriKids?

eg if you have been involved in AfriKids’ fundraising, projects, communities or you know anyone who works for AfriKids.

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

If yes, please give details

Click or tap here to enter text.

Eligibility Criteria

Right to Work

Do you have the legal right to work in Ghana for the duration of this appointment (indefinite for permanent roles)? Please give details of any limitations (e.g. Visa expiration date, number of hours you are permitted to work, etc.)

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

If no, please outline whether you are able to secure a work permit independently (please look into this before applying):

Click or tap here to enter text.

Self declaration of criminal convictions

I understand if I reach the final stage of recruitment for this role, I will be required to successfully complete AfriKids’ due diligence procedures (including clearance for safeguarding, conflicts of interest, and relevant criminal convictions)

|  |
| --- |
| [ ]  Yes |

Any comments you’d like to include on this:

Click or tap here to enter text.

Requirements (as outlined in Recruitment Pack)
Please tick to confirm you have the following essential candidate requirements (you must meet all of these criteria to be eligible to apply):

|  |
| --- |
|[ ]  be a fully qualified accountant (e.g., a member of the Institute of Chartered Accountants/ACCA) with excellent technical accountancy skills and a high degree of numeracy;  |
|[ ]  have at least 5 years post qualification experience in charity finance within the international development sector; |
|[ ]  have demonstrable experience of working at a senior level in a finance management role within the international development sector; |
|[ ]  be familiar with and able to manage donor financial compliance requirements;  |
|[ ]  possess detailed knowledge of financial processes and control environments; |
|[ ]  have proficient computer skills, and be familiar with online accounting and reporting tools (e.g., QuickBooks Online, Xero); |
|[ ]  have intermediate or Advanced Microsoft Excel skills; |
|[ ]  be experienced in providing strong written financial reports and recommendations to leadership teams; |
|[ ]  have an impeccable record of professional integrity with credible references to support this; |
|[ ]  have excellent interpersonal and communication skills and fluency in written and spoken English; |
|[ ]  be a strong leader and team player, culturally sensitive, with the ability to work with a range of staff and stakeholders, in-person and remotely; and |
|[ ]  relevant knowledge/experience of Ghana and/or West Africa. |

Please tick any of the following you also have (not required but advantageous):

|  |  |
| --- | --- |
| [ ] ☐ | have worked in a complex, multi-entity, multi-currency financial environment, creating multicurrency budgets and reporting in donor currency (USD or EUR) |
|[ ]  have worked with a range of donors including institutional funders (eg FCDO (DfID), SIDA, PPL, GHR, USAID and the EU) and have a good understanding of their financial compliance requirements |