

## **We Are Hiring!**

### **NOTICE OF VACANCY: ACCOUNTANT**

Priority for Part-Qualified Accountants with at least 2 years' experience

#### **Background**

The Environment Sustainability Nexus is a professional consultancy firm providing expert advice and technical services for public, private, and non-governmental sector clients. With over 30 years combined experience, our environmental experts ensure that managing, protecting, and restoring the environment for a sustainable future is integral to all our services. We specialise in delivering advice, knowledge, products, and services that are evidence-based and reflect our determination to seek and promote sustainable outcomes for people and nature.

We provide advisory services for pre-project planning to post-project implementation to ensure sustainability is mainstreamed at every step of your project's life cycle. In so doing, we help you recognise the importance of environmental protection, natural resource management, sustainable communities, and green and blue economy in all planning and decision-making for land and seascapes

More specifically, we provide advisory services in the following areas:

- Environmental System Planning and Development
- Environment, Social, and Governance
- Environmental and Social Impact Assessment
- Circular Economy
- Shared Prosperity and Safeguarding within State and Non-State Intervention Delivery
- Natural Resource Governance
- Environmental Sustainability Policy Influencing Research
- Nature-based Solutions Sustainability Outcomes Development
- Community, Commerce and Conservation Nexus
- Blue Economy Governance and Utilisation System Research and Analysis
- Collaborative Natural Resource Governance
- Green Business Modelling and Investment Finance

## **ADVERTISED VACANCY: ACCOUNTING OFFICER**

### **Major Function**

To provide accounting and financial management duties for the organization. Must be hardworking and willing to take on new responsibilities and grow in the position.

### **Key Responsibilities**

- Accurate and appropriate recording of transactions
- Prepare financial statements to final accounts
- Prepare monthly bank reconciliations
- Prepare management accounts for the board
- Prepare annual and periodic budgets for the organisation
- Assist in audit preparation and support
- Assist in procurement
- Assist in the preparation of periodic donor reports
- Assist in the financial management of projects

Other duties as delegated

### **Qualifications**

- The successful candidate must be self-motivated, professional, and able to work independently and in a team, responsible, very organised and innovative.
- Part-qualified accountant (Level III) of ICAG, ACCA, CIMA
- A minimum degree in Accounting or equivalent is mandatory. At least two years post post-graduation experience is required for this level.
- Applications from candidates with hands-on accounting experience, at least being able to prepare accounts up to the final accounts level, will be prioritized.
- The candidate must have excellent interpersonal, oral/written communication skills.

**Contract:** Full-time (40 hours a week) Monday-Friday, although some weekend work may be required.

**Station of Appointment:** Environmental Sustainability Nexus, Accra

**Please send a cover letter and CV To:** [ghana@arochoa.org](mailto:ghana@arochoa.org) and **COPY**

[seth.appiah-kubi@arochoa.org](mailto:seth.appiah-kubi@arochoa.org)

**Deadline:** 28 May 2025