

## Project Accounting assistant / Secretary in Finance & Contracts Section

<b>JOB DESCRIPTION</b>	
<p><b>Job Title:</b> Secretary/Accounting Assistant</p> <p><b>Job location:</b> Delegation of the European Commission to Ghana</p> <p><b>Area of Activity:</b> Finance &amp; Contracts Section</p> <p><b>Category and Career:</b> Grade III</p> <p><b><u>FUNCTIONS AND DUTIES:</u></b></p> <p><b><i>Secretariat:</i></b></p> <ul style="list-style-type: none"> <li>○ Coordinate activities of the section</li> <li>○ Organize meetings/book appointments/making calls/receiving visitors/answer on project enquiries</li> <li>○ Liaising with the other secretaries of the sections;</li> <li>○ Circulating and directing documents</li> <li>○ Registration of incoming and outgoing mail in Delores</li> <li>○ Preparation of drafts/letters for dispatch</li> <li>○ Filing and keeping records</li> <li>○ Up-dating the database of contacts.</li> <li>○ Any other duties assigned</li> </ul> <p><b><i>Accounting Assistant Duties:</i></b></p> <ul style="list-style-type: none"> <li>○ Receipt and Registration of Invoices</li> <li>○ Preparation of payment files for Operational verification</li> <li>○ Checking and initiating payments and encoding in CRIS:</li> <li>○ Prepare Control Cards, Payment Orders Encode in CRIS &amp; prepare Transmission Notes to Bank of Ghana, NAO &amp; Beneficiary</li> <li>○ Encode Bank Guarantees in CRIS and maintaining the Bank Guarantee file</li> <li>○ Checking of new Programme Estimates, Service, Supply &amp; Works and Framework Contracts and encoding in CRIS</li> <li>○ Preparing files for Closure of individual commitments &amp; de-commitments</li> <li>○ Initiating Closures and de-commitment of individual commitments &amp; global commitments in CRIS &amp; follow up to the end of the transaction</li> </ul>	<ul style="list-style-type: none"> <li>○ Follow up on correspondence with contractors/consultants/National Authorising Officer</li> </ul> <p><b>EDUCATION &amp; TRAINING</b></p> <ul style="list-style-type: none"> <li>○ Minimum High school diploma or equivalents with preferably focus on Finance &amp; accounting.</li> </ul> <p><b>KNOWLEDGE &amp; EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>○ Good knowledge of accountancy</li> <li>○ Good computer literacy</li> <li>○ At least 3 years experience in relevant sector.</li> </ul> <p><b>SKILLS:</b></p> <p><b><u>Language skills:</u></b></p> <ul style="list-style-type: none"> <li>○ Fluent in English, written and spoken.</li> <li>○ Knowledge of French would be an advantage.</li> </ul> <p><b><u>Communication skills:</u></b></p> <ul style="list-style-type: none"> <li>○ Capacity to communicate clearly, present complex matters in a simple way and draft precisely.</li> </ul> <p><b><u>Interpersonal skills:</u></b></p> <ul style="list-style-type: none"> <li>○ Team work skills.</li> </ul> <p><b><u>Organizational skills:</u></b></p> <ul style="list-style-type: none"> <li>○ Capacity to focus on priorities work independently and to organize work to deliver on timer.</li> </ul> <p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>○ Flexibility to work under pressure and to respond quickly to new demands.</li> <li>○ Commitment to assure quality, speed and accuracy in performing technical and procedural duties</li> <li>○ High degree of responsibility in handling Community funding.</li> </ul>