

Institute of Public Relations (IPR), Ghana is a recognized professional body which brings together PR practitioners in Ghana and provides training for students.

IPR, Ghana invites applications from qualified persons for the position of:

FINANCE OFFICER

Job summary:

The Accounts Officer will be responsible for managing the financial transactions and records of IPR Ghana. This role requires strong organizational skills, attention to detail, integrity, and the ability to work effectively both independently and as part of a team.

Key responsibilities:

- Maintain accurate financial records including ledgers, journals, and accounts payable/receivable.
- Process invoices, expense claims, and other financial documents for payment.
- Prepare financial reports such as balance sheets, profit and loss statements, and cash flow statements.
- Assist with budget preparation and monitoring.
- Ensure compliance with statutory requirements - SSNIT, PAYE, RGD, etc.
- Assist with audits and liaise with external auditors as required.

Qualification and Requirements:

- Bachelor's degree in Accounting, Finance, or a related field with a minimum of three (3) years post national service work proven experience as an Accounts Officer, Accountant, or similar role.
- HND in Accounting, Finance, or a related field with a minimum of three (5) years post national service and working experience as an Accounts Officer, Accountant, or similar role.
- Strong knowledge of and adherence to accounting principles and practices.
- Proficiency in accounting software and MS Office, particularly Excel.
- Experience in a non-profit organization or professional body is an advantage.

Benefits:

- Competitive salary commensurate with experience.
- Opportunities for professional development and training.
- Pleasant working environment with a dedicated and supportive team.

If you are a motivated individual with a passion for community engagement in a non-profit membership-based environment and keen to contribute to the growth of a professional organization, we encourage you to apply for any of the above listed jobs at IPR, Ghana.

Please submit your CV and a cover letter detailing your suitability for the role to jobs@iprghana.org on or before **5pm Thursday, 15th August 2024**. Only shortlisted candidates will be contacted.

We look forward to welcoming you to our team.