



## Job Advertisement – Accountant

The African Institute for Mathematical Sciences (AIMS) is an innovative network of centres for post-graduate education, research and outreach that has achieved global recognition since opening its first centre in South Africa in 2003. Each AIMS centre offers a number of educational programs highlighted by a 10-month Master's degree in Mathematical Sciences, which provides an intensive and broad education to around 50 top African students at each campus every year, and prepares them for leadership careers in academia, governance and industry.

Based on the success of the first AIMS centre, the AIMS Next Einstein Initiative (AIMS-NEI, [www.nexteinstein.org](http://www.nexteinstein.org)) was launched with the mission of enabling Africa's brightest students to flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, educational and economic self-sufficiency. As part of this network, AIMS-Ghana has been created and is establishing itself at Saltpond in preparation for accepting its first batch of students in the 2012-13 academic year.

AIMS-Ghana is seeking an **Accountant** for the Institute.

### Responsibilities:

Under the authority and supervision of the Director and the Chief Operating Officer, the Accountant will be responsible for:

- Implementing and enforcing all financial policies and procedures
- Preparing and publishing newsletters and payroll for the month
- Running all accounting entries and handle other bookkeeping duties
- Establishing checks, statements and payment transfer orders
- Performing bank reconciliations
- Editing sheets imputation accounting
- Preparing statements and checks *per diem* of people going on mission
- Make audits of accounting documents of the various actors of the Institute
- Make quarterly analysis of accounts and submit to COO
- Provide necessary explanation to address any concerns of the auditors
- Support the budgeting process
- Ensure all national laws are respected

### Requirements

The ideal candidate should have:

- Highly developed integrity and moral character
- Minimum HND accounting with ACCA Part II and above
- Proven experience – at least three (3) years post qualification experience in a similar capacity
- At least 2 years experience in a project funded by a development partner
- Fluency in English (French is a plus)
- Good writing and communication skills
- Operational control of the accounting structure, budgetary and analytical
- Good knowledge of the accounting management of projects financed by various donors;
- Control of the desktop environment and tools applied to the accounting
- Independence, should be of good character and honest
- Competent in usage of computers and accounting software
- Ability to write and present reports

### Duty Station:

- Saltpond, Central Region, Ghana

#### **Remuneration**

- AIMS-Ghana is a member of an international network of scientific centres of excellence. The atmosphere and colleagues will be international, highly motivating and offer outstanding growth opportunities.
- Salary and benefits will be competitive and commensurate with experience and qualifications.

AIMS-Ghana is an equal opportunity employer. Applications from women are especially encouraged.

#### **Applications**

To apply, send a cover letter and CV and the names and contact details of three referees to

[talentghana@nexteinstein.org](mailto:talentghana@nexteinstein.org) or by post to

AIMS-Ghana **Accountant** Search

AIMS-Ghana

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The closing date for applications is Friday December 2 2011. Only shortlisted applicants will be contacted. For further information please visit <http://www.nexteinstein.org/ghana>