



Head of Operations/Finance manager West Africa

RIKOLTO is an international organization with over 40 years of experience in partnering with producer organizations and food chain actors in Africa, Asia, Europe and Latin America. The activities in West Africa cover six (6) countries: Burkina Faso, Côte d'Ivoire, Ghana, Mali, Senegal and Benin.

RIKOLTO works for the development of sustainable food systems, focusing on strengthening the entrepreneurial capacities of stakeholders, supporting value chain actors in improving the quality and packaging of agricultural products, improving processing and marketing, more sustainable food production, improving the environment of agricultural chains, governance in value chains. For more information, please visit our website: www.rikolto.org/westafrica

RIKOLTO is looking for a Head of Operations / Finance Manager to be based in Kumasi Ghana.

Purpose of the job

The job function consists of two objectives: Finance management for the Rikolto activities in Ghana and Head of Operations for Rikolto in West-Africa.

As a Head of Operations for West-Africa, you create the conditions for the region to operate professionally in the field of operations, finance, HR, internal and external communication and IT. You coordinate a well-functioning manageable team that supports the programme work of Rikolto in six West-African countries. The Head of Operations (HOO) is part of the regional management team that ensures that the different programmes are aligned and that resources are employed efficiently and support the programme work at regional level. The HOO is end responsible for operational management and manages, inspires and coaches the support services in the region. At global level, the HOO contributes to the creation of a global operational framework by bringing in regional context and working together in an international peer team.

As a finance manager for Ghana you ensure the quality of our financial processes and represent Rikolto in the country.

Responsibilities

Part of the regional management team <i>The regional management team (MT). It is composed minimally by the programme directors and the Head of operations of the region.</i>	<ul style="list-style-type: none">- Oversee the regions operations, human resources, finance, communication and IT requirements and assess the feasibility of the different programme activities by the regional team- Oversee the expectations with regard to services and support in the region- oversee all Monitoring & Evaluation, Evidence for Impact and fundraising queries that are not related to a specific programme
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Bureau Régional

Bénin – Burkina Faso – Mali – Sénégal – Côte d'Ivoire – Ghana

Tél. (+00226) 25 37 52 98 westafrica@rikolto.org / www.rikolto.org/westafrica



<p>Manages the support services in the region (communication, finance, HR and IT)</p> <p><i>The support services of the regions will be covered by a team that is composed by staff that works from one of the offices in the region and they will give support to the different programmes in the region and for some staff also to the international programme..</i></p>	<ul style="list-style-type: none"> - Manage daily operations - Inspire, coach and follow up/manage the regional operations/support team - Ensure there is effective information flow throughout the different locations in the region. - Follow up/manage the overall budget of the region - End responsibility for operational management
<p>Finance manager Ghana</p>	<p>Budget & Forecast</p> <ul style="list-style-type: none"> - Coordinate the budget process and consolidate budgets - Coordinate the budget monitoring process (quarterly forecast reports, ...) and consolidate management reporting <p>Reporting to donors</p> <ul style="list-style-type: none"> - Coordinate the reporting process to donors - Follow-up and check the DGD donor reports of the Ghana office <p>Bookkeeping</p> <p>Year closing & audits</p> <ul style="list-style-type: none"> - Reviewing financial statements - Internal year report & annual year report - Coordination and follow-up of the internal and external audit processes <p>Manuals, formats and procedures</p> <ul style="list-style-type: none"> - Regularly update/adapt the financial guide - Develop and adapt financial formats and tools - Inform and advise on streamlining local financial procedures
<p>Country Representative Ghana</p>	<p>You represent Rikolto in Ghana for all formal and legislative roles. You have a signing responsibility.</p>
<p>Part of the global operations team</p> <p><i>The global operations team is composed by the Heads of operations and the global operations manager. This team will set out the structure for the operationalisation of the organisational strategies. Monitors all operations-related aspects of the organisation (Fin, P&O, Fundraising, communications)</i></p>	<ul style="list-style-type: none"> - Co-create a global operational framework for operations, finances, HR, internal and external Communication, IT. - Bring regional information and needs into the international operations team - Contribute to global operational policies

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Reports to	Global Operational Director
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Qualifications

- Master degree in Finance, Accounting or a similar discipline.
- Minimum 5 years' experiences in finance management for an international organization
- Financial proficiency

Knowledge, Skills and Abilities

- Strong sense of collegiality, integrity, resourcefulness, and accountability for results
- Strong interpersonal and communication skills
- An ability to think critically and elevate risks to management
- A creative and entrepreneurial approach to resolving problems
- Excellent oral and written communication skills in English and In-depth knowledge of Microsoft Office 365 and Excel (research, pivot table level); good knowledge of French is an important asset in building connections with colleagues in the other West-African countries
- Functional knowledge of accounting software packages (Exact)

Location Kumasi, Ghana

Contract Fixed-term contract of two (2) years renewable depending on the availability of funding with a trial period of three months.
Desired start date of employment: April 2023

Documents to be sent

- Updated CV - with three professional references from people linked to organizations that have already employed the candidate;
- A covering motivation letter (maximum one page) indicating salary expectations.

Applications should be sent electronically to jobs.international@rikolto.org no later than 1 March 2023 at 17:00 GMT, specifying the position. Only those selected will be invited for interview.