**GNAT INSTITUTE FOR RESEARCH AND INDUSTRIAL RELATIONS STUDIES (GNAT IRIRS)**

**FINANCE OFFICE**

Applications are invited from suitably qualified, results-oriented and highly motivated individuals for appointment to the position of Head, Finance Office, GNAT IRIRS.

·     **Duties and Responsibilities**

**The Head, Finance shall control the disbursement of funds and ensure that:**

1. All financial transactions within and involving the Institute are done by the Financial Administration Act, 2003 (ACT 654), Procurement Act, 2003 (ACT 663), Internal Audit Agency Act, 2003 (ACT 658), Financial Administration Regulation, 2004 (L.I.1802), GNAT Institute for Research and Industrial Relations Studies’ Accounting Manual, etc.
2. Supervise the preparation of financial statements of the institution, which shall comprise a statement of financial position showing the assets and liabilities as at the end of the year; a statement of income and expenditure for the year; a cash flow statement for the year; and explanatory notes which form part of the accounts.
3. Facilitating the audit of the Institute through the provision of necessary information required for verification of assets, expenses, income, and the authentication of liabilities of the institution; and a signatory to all bank accounts of the institution;
4. Be responsible for the design and maintenance of effective and appropriate accounting and internal control systems in the GNAT Institute for Research and Industrial Relations Studies
5. Assist in the preparation of the master budget of the Institute and be responsible for the preparation of the budgetary control report of the GNAT Institute for Research and Industrial Relations Studies;
6. Provide Financial Management advisory service to Management;
7. Ensure that all withholding taxes are paid to relevant tax authorities;
8. Ensure that staff Social Security and any other pension contributions are deducted and paid to the relevant authority;
9. Ensure appropriate management of stores;
10. Keep custody of all cash and cash equivalent received in the form of school fees, donations, grants, project funds, short-term investment certificates, etc.;
11. Supervise the processing and submission of financial returns in the form of Income and Expenditure returns to the Council through the President;
12. Supervise the processing of payroll and payment of staff salaries;
13. Manage the assets e.g. computers, files, furniture, cabinets, etc. under the control of the Finance Division;
14. Keep proper accounting records especially, source documents, bank statements, value books, ledgers, etc.;
15. Responsible for the preparation and control of the Division’s budget; and
16. Any other duties that may be assigned from time to time by the Registrar, Vice Principal, or Principal and any

**ACADEMIC AND PROFESSIONAL QUALIFICATION**

Applicants must:

1. Possess a good First Degree in Accounting and Finance or related subjects
2. Have an MPhil or MBA in Accounting and Finance or a related subject area.
3. Be a Chartered Accountant of good standing or equivalent professional qualification with at least, 10 years of relevant experience.
4. Have at least Fifteen (15) years of post-professional accountancy qualification experience in a Senior Management position in the field of accountancy and finance in a tertiary institution, industry, or any relevant public service organization.
5. Must pass a competitive selection interview.

**Supervisory Responsibility**

1. Assigns duties to and monitors activities of immediate team members to ensure achievement of performance targets.
2. Identifies the training needs of immediate team members and organises or recommends appropriate training for them.
3. Assesses the performance of immediate team members and reviews assessments for low-performing employees.
4. Administers discipline affecting immediate team members by the Institute’s disciplinary code and procedures.

**Technical Competence**

The Applicant must have:

1. In-depth knowledge of corporate financial accounting principles, laws, and best practices.
2. Excellent organisational and leadership skills.
3. Very good knowledge of financial analysis and forecasting.
4. Proficient in the use of financial management software and applications.
5. An analytical mind with a strategic ability.
6. Outstanding communication and interpersonal abilities.
7. Ability to read and interpret statements of account.
8. Good knowledge and experience in the use of financial and accounting software.

**Managerial Competence**

The Applicant must have:

1. Ability to identify and respond to strategic challenges, opportunities, and threats.
2. Capacity to communicate clearly, the strategies and goals of the Institute and the Finance Section to the Institute’s key stakeholders.
3. Ability to motivate team members and serve as role model.
4. Capacity to develop strategies to achieve objectives.
5. Ability to monitor performance against targets and deadlines.
6. Ability to appraise performance fairly and provide feedback and coaching to staff.
7. Capacity to support the development and career aspirations of staff.
8. Ability to make tough decisions when necessary.
9. Good Emotional Intelligence.

**Personality Competence**

The Applicant must have/be:

1. An excellent team player.
2. Good oral and written communication skills.
3. Integrity and honesty.
4. Consistent, fair and firm.
5. Ability to work under pressure.
6. Good interpersonal skills.

**Mode of Application**

Interested applicants are to download Application Forms from the Institute’s website at www.gnatirirs.edu.gh or obtain the Application Forms from the Office of the Registrar, GNAT IRIRS. Completed Application Forms should be submitted to the Registrar, GNAT IRIRS not later than 30th November, 2024**.**

For further enquiries contact Registrar on 0248768832.

**REGISTRAR**