



The African School of Governance (ASG) is a leading public policy and leadership education institution dedicated to empowering a new generation of purpose-driven African leaders. With a foundation rooted in African perspectives and global standards, ASG is committed to cultivating leaders who can address the complex challenges of the 21st century, both on the continent and worldwide.

At the African School of Governance, we are shaping a new era of leadership in Africa through a world-class public policy education, innovative research, and dynamic policy engagement focused on Africa's unique experiences. We aim to address the continent's pressing governance challenges by equipping emerging leaders with the mindsets, skills, and knowledge required for effective leadership.

ASG's vision is to nurture a prosperous and peaceful Africa where purpose-driven leaders have the mindsets, knowledge, and skills to drive sustainable development for all. The mission is to nurture leaders to drive Africa's sustainable development by providing innovative public policy education, cutting-edge research, and a platform for policy engagement that fosters transformative governance tailored to the continent's unique values and opportunities.

ASG seeks to address this gap in African public policy education and research while joining a network of other world-class institutions across the region and globe.

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Accountant

REPORTS TO: Finance Manager

JOB REF: ASG/HR030

DEPARTMENT: Finance

Job / Role Purpose:

The role holder is responsible for facilitating overseeing and managing financial operations, ensuring compliance with accounting principles, and supporting decision-making through financial analysis and reporting..

Key duties and responsibilities

Financial Management:

- Preparation of accurate and timely financial statements, ensuring compliance with accounting standards and policies.
- Manage month-end, quarter-end, and year-end close processes.
- Review journal entries and account reconciliations.

Accounting Operations:

- Supervise the day-to-day accounting functions, including accounts payable, accounts receivable, payroll, and general ledger.

- Ensure proper recording of all financial transactions and compliance with regulatory requirements.

Reporting and Analysis:

- Prepare regular financial reports, including profit and loss statements, balance sheets, and cash flow reports.
- Perform variance analysis to explain deviations from budget and prior periods.

Budgeting and Forecasting:

- Assist in the preparation of annual budgets, financial forecasts, and long-term financial plans.
- Monitor financial performance against budget and provide recommendations for improvement.

Internal Controls and Auditing:

- Ensure the ASG's internal controls are effective and followed.
- Assist in internal and external audits and resolve any audit queries.

Tax Compliance:

- Prepare and file tax returns, including income tax, sales tax, and payroll taxes.
- Liaise with tax authorities and ensure compliance with tax regulations.

Team Leadership:

- Supervise and mentor junior accountants and other team members.
- Provide training and guidance to the accounting team on accounting policies and procedures.

Process Improvement:

- Identify and implement improvements in accounting processes and systems to enhance efficiency and accuracy.

Expected Outputs/ Deliverables

- Prepare regular financial reports
- Cash flow reports
- Month-end, quarter-end, and year-end close processes.
- Filed tax returns
- Journal entries and account reconciliations
- Compliance with ASG's internal controls

PERSON SPECIFICATION

Educational Requirements

- Bachelor's degree in Accounting, Finance, or a related field (Required).
- Master's degree in Accounting, Finance, or Business Administration is preferred.
- Certified Public Accountant (CPA) or Chartered Accountant (CA) or any other relevant certifications (e.g., CMA, ACCA) is preferred.

Related Job Experience

- At least 5 - 7 years of experience in accounting or finance roles, with at least 4 years in a senior or supervisory capacity.
- Experience in the industry relevant to the organization (e.g., Regional & International NGOs, financial services, etc.) is preferred.
- Strong experience in accounting software (e.g., QuickBooks, SAP, Oracle, or other ERP systems).
- Proficiency in MS Excel (advanced level) for financial analysis and reporting.

Required Technical Knowledge/Skills

- Knowledge of regulatory requirements and accounting standards (e.g., GAAP, IFRS).
- Ability to prepare, analyze, and present financial statements and reports.
- Experience with month-end and year-end close processes.
- Ability to prepare and manage budgets, forecasts, and cash flow projections.
- Understanding of tax regulations and experience with tax filings (e.g., corporate tax, VAT, payroll tax, etc.).
- Experience in reconciling accounts, including bank, payroll, and balance sheet reconciliations.
- Strong troubleshooting and problem-solving skills in financial matters.
- Ability reconciling accounts, including bank, payroll, and balance sheet reconciliations.
- Knowledge of internal controls, accounting policies, and procedures.

Required Behavioural Skills

- Attention to Detail: Must have a high level of accuracy and attention to detail in financial reporting and analysis.
- Time Management: Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Communication Skills: Strong written and verbal communication skills for reporting to management and collaborating with other departments.
- Leadership Skills: Ability to manage and motivate a team, providing clear direction and support.
- Problem-Solving: Ability to identify financial discrepancies and find solutions quickly.
- Ethical Judgment: Demonstrates high ethical standards and integrity in financial dealings.
- Adaptability: Ability to adapt to changes in regulations, accounting standards, and organizational needs.
- Transparency and accountability.
- Integrity and self-drive.
- Analytical thinking and problem solving.

Contact/application information:

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for any of the roles, please complete and submit your application via the following link: [asg job application form](#). All applications must be submitted via the online application form at this link.