



Job Vacancy

Administrative Coordinator and Accountant

Starting date: 1st November 2024 (or earliest possible date)

Job Status: full time position (40 hours/week), local contract

The German Academic Exchange Service (DAAD) is the world's largest funding organisation for the international exchange of students and researchers. It is a registered association, and its members are German higher education institutions and student bodies. The DAAD Regional Office Accra is responsible for fostering academic exchange and cooperation with individuals and institutions in Ghana, Cameroon and Nigeria.

Job Description:

This role includes:

- Coordinating the administration of the DAAD Regional Office Accra in compliance with DAAD's regulations
- Liaising with the DAAD headquarters in Germany and the DAAD Information Centre in Cameroon on all administrative processes
- Managing finances of the DAAD Regional Office Accra: accounting entries and processing payments, preparing and monitoring budgets in S4/HANA, managing bank accounts and cash payments
- Coordinating financial planning and reporting of the DAAD Regional Office Accra: requests for funds from DAAD headquarters, monthly and annual financial reports and statements as well as financial audits for internal and external auditors
- Managing staff administration: preparation of payroll accounting and liaising with payroll accountant, employee record management, recording of working hours and holiday times for all employees
- Managing and documenting procurement and inventory
- Coordinating insurance matters
- Liaising with service providers (rents, electricity, telephone, internet, etc.)
- Ensuring compliance with local tax regulations and DAAD financial policies
- Maintaining office records, files, and databases
- Applying for and managing funds for DAAD marketing measures and events
- Acting as the safety and compliance officer of the DAAD Regional Office Accra

Requirements:

- A degree in Accounting, Finance, Business Administration, or a related field
- At least a master's degree and 1-2 years relevant work experience
- Proficiency in accounting software (preferably SAP S/4 HANA) and MS Office (Excel, Word, PowerPoint)



- Strong understanding of financial regulations and accounting principles in both Germany and Ghana
- Study or work experience in Germany or with a German institution and knowledge of German public funding legislation are an advantage
- Team player, good organiser, able to learn fast and work under pressure
- Excellent command of English, good command of German
- Entitled to live and work in Ghana

The position is full-time (40 hours/week). There is a six-month probationary period. The payment is based on the DAAD's local pay scale, the starting salary will be GHS 16,130 (gross monthly salary). The employee can be classified into a higher salary level considering the relevant qualifications and professional experience.

How to apply:

Please apply until **11 October 2024** with the following documents (in English or German):

- Tabular CV
- Cover letter
- Degrees and professional experience
- Reference letters (max. two)
- Proof of German proficiency

Please send your documents with the subject line "Application Administrative Coordinator and Accountant" via email to **leumer@daad.de**.

The DAAD is committed to diversity and encourages applications from all qualified individuals regardless of gender, nationality, or ethnic background. The receipt of the application documents will not be confirmed. We will invite a select group of candidates to an interview. Please note that incomplete applications will NOT be considered.

We look forward to receiving your application!