



African Evaluation Association
Association Africaine d'Evaluation

RECRUITMENT

Account Manager : Full time staff, local position

The African Evaluation Association (AfrEA) was founded in 1999 to meet the growing demand for information sharing, advocacy, and advanced evaluation capacity building across Africa. AfrEA is a bilingual association (English and French) and serves as an umbrella body for Voluntary Organisations for Professional Evaluation (VOPEs) networks. Its membership includes forty (40) national M&E associations and networks, seventeen (17) international institutions, and approximately three thousand (3,000) individual members. AfrEA's head office, located in Accra, Ghana, also serves as a resource for countries without established national VOPEs, helping members increase their national and global visibility.

AfrEA is a recognized partner in African development, supporting governments and international partners to build a strong evaluation community. Since its inception, AfrEA has organized eleven Biennial International Conferences, widely recognized as premier platforms for professional exchange, learning, and collaboration, held in Nairobi, Cape Town, Niamey, Cairo, Accra, Yaoundé, Kampala, Abidjan, virtually in Harare, and Kigali. AfrEA works with multiple donors and development actors, has a formal partnership with the African Union, and serves as an observer member of the OECD's EvalNet, a global network connecting governments, multilateral banks, and agencies to guide evaluation policy and practice worldwide. In response to the evolving needs of the evaluation community, AfrEA continues to strengthen its programs, partnerships, and Secretariat, expanding its leadership role in advancing evaluation in Africa and contributing to global evaluation agendas.

The governance structure currently consists of the following entities:

- (a) The General Assembly (GA)
- (b) The Board and its Committees
- (c) The Executive Committee
- (d) The Secretariat

The core AfrEA's objectives are to:

- Support evaluations that contribute to real and sustained development in Africa;
- Promote Africa-rooted and Africa-led evaluations through sharing African evaluation perspectives;
- Encourage the development and documentation of high-quality evaluation theory and practice
- Support the establishment and growth of the national evaluation associations and special evaluation interest groups;
- Facilitate capacity building, networking and sharing of evaluation theories, techniques and tools among evaluators, policymakers, researchers and development specialists;
- Empower members to influence and advocate for increased uptake of evaluation including governments through national M&E policies in their respective countries and represent Africa on the global stage of Monitoring and Evaluation.

POSITION: OFFICE ACCOUNTANT

The Purpose of the position

The position is responsible for ensuring sound financial management, accountability, and compliance within the organization. This includes safeguarding income and assets, overseeing payments and expenditure, preparing accurate budgets and financial reports, and ensuring adherence to statutory and donor requirements. The role also provides



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financial advice to management, strengthens internal controls, and supports staff capacity building to enhance transparency, efficiency, and sustainability of the Association's operations and programs.

Key Responsibilities

A. Income and Revenue Assurance

- Establish and maintain a robust revenue assurance process.
- Ensure accurate and timely recording of income from members' subscriptions, donors, strategic partners, collaborators, and other sources.
- Monitor income streams, perform reconciliations, and safeguard against income leakage.

B. Payments and Expenditure Management

- Ensure all payments are properly documented, approved, and recorded in compliance with policies and donor requirements.
- Manage accounts payable to guarantee timely and accurate disbursements.
- Maintain strong expenditure controls to prevent fraud, errors, or delays.

C. Budgeting, Financial Analysis, and Reporting

- Prepare annual budgets and financial forecasts for operations and donor-funded projects.
- Support grant proposal development with costings and donor-compliant budgets.
- Oversee conference-related financial planning, accounting, and reconciliation.
- Produce accurate financial statements, donor reports, and management accounts with variance analyses and recommendations.

D. Asset and Inventory Management

- Maintain an updated fixed asset register and inventory records.
- Monitor acquisitions, disposals, depreciation, and periodic physical verification of assets.
- Safeguard the Association's assets with strong accountability systems.

E. Compliance and Statutory Requirements

- Ensure compliance with Ghanaian statutory laws including taxation, social security, NGO registration, and municipal regulations.
- Ensure donor-specific compliance in financial reporting and fund utilization.
- Stay informed of updates in international financial standards (e.g., IFRS for SMEs, IPSAS).

F. Accounting Systems Administration

- Administer and maintain the cloud-based accounting system, ensuring functionality, data security, and user access controls.
- Oversee daily operations: general ledger, journal entries, bank reconciliations, budgeting, and expenditure monitoring.
- Support preparation of periodic financial reports and annual financial statements.

G. Financial Control and Risk Management



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- Design and implement internal financial control systems to monitor fund flows, activity budgets, and compliance.
- Identify budget variances and recommend corrective measures.
- Ensure segregation of duties and anti-fraud mechanisms are embedded in all processes.

H. Advisory and Capacity Building

- Provide financial advice to management and the Board to inform decision-making.
- Support staff capacity building on financial policies, donor compliance, and accountability.
- Contribute to strategic planning from a financial management perspective

Duration of Employment

The term of this employment is two (02) years renewable upon successful annual performance evaluations and funds availability. The Employee is recruited on a full-time staff basis and cannot take up any other employment during the duration of the contract.

Duty station

The employee will be **physically settled at the Head Office in Accra, Ghana**. Services are generally provided in an office setting, but the position requires some travel and occasional weekend responsibilities.

Reporting

This position reports to the Treasurer of the Association but will have a dotted line reporting to the Executive Director on the day-to-day functions.

Person Specification

The ideal candidate will possess the following qualifications, skills, and experience:

- A professional accounting qualification such as ACCA, CPA, CMA, or CFP.
- A Master's degree in Business Administration, Accounting, Finance, or a related field; or a Bachelor's degree in the same fields with a minimum of 5 years' proven financial management experience in a Non-Governmental Organization (NGO), including extensive exposure to donor-funded environments.
- Demonstrated proficiency in using cloud-based accounting systems (e.g., Sun Systems, SAGE, QuickBooks, ERPNext, SAP, Microsoft Dynamics NAV).
- Strong experience in activity-based budgeting, financial modeling, and donor-compliant financial reporting.
- Excellent administrative, analytical, and planning skills with a high level of attention to detail.
- Ability to work under pressure, meet tight deadlines, and manage financial operations in crisis situations.
- Strong written and verbal communication skills in English.
- Demonstrated initiative, efficiency, and follow-through in delivering results.
- Proven ability to translate strategic plans into annual operational and financial plans with clear action steps and budgets.
- Knowledge of Ghanaian compliance laws and regulations relevant to international NGOs.
- A good understanding of evaluation concepts and practices.
- Must be a national of Ghana
- Female Applicants are encouraged to apply

Submission Format and Deadline

AfrEA invites interested applicants to submit the following:



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- a) Cover letter including salary expectations [Maximum 2 pages];
- b) Curriculum Vitae (CV) with details on the previous jobs [Maximum 6 pages];
- c) Copy of Educational Certificates;
- d) Proof of previous post of responsibility;
- e) Two references of the recent Employers;

To the following email address : info@afrea.org, cakligo@afrea.org, treasurer@afrea.org and president@afrea.org with a subject line: **AfrEA – ACCOUNTANT MANAGER**.

The submissions must be received not later than **18th October 2025 by 5:00 PM (Time GMT)**

Only selected candidates will be contacted.

The successful candidate must be available immediately!