



Job Description

21 Octobre 2025

Job Title: Project Finance & Administrative Officer

Number of positions: 2

Contract Term: fixed term, full-time

**Location: PSI Office in Accra (1 position) and
PSI Office in Nairobi (1 position)**

Travel required: N/a or Occasional

Team: Union Development and Finance

Background:

The Project Finance and Administration Officer will be engaged by Public Services International (PSI) to lead the financial and administrative management of a Union to Union-funded Multisectoral Project. The project is implemented in partnership with the Global Union Federations PSI, BWI, and IUF, and their local trade union affiliates.

The Officer will ensure the effective delivery of all financial, administrative, and compliance responsibilities of PSI as defined in the project agreement with Union to Union.

The Officer will also assist PSI with financial planning and management for other PSI projects in the country.

Overall responsibilities:

The Project Finance and Administration Officer is responsible for ensuring sound financial management, administrative efficiency, and compliance within PSI's projects in Ghana. The role oversees project accounting, budgeting, reporting, audits, and adherence to donor and statutory requirements. The role will also oversee the accounting function for the country office.

The Officer will coordinate closely with PSI's regional and global teams and other Global Union Federation coordinators of the Union to Union-funded Multisectoral Project to ensure transparent use of funds, effective project delivery, and alignment between financial and narrative reporting.

Key responsibilities of the position include:

1) Financial Management

- Administer project bank accounts and ensure funds are used according to approved budgets.

- Execute project payments based on authorised requests from Project Coordinators and/or Global Unions.
- Maintain proper financial documentation ensuring all expenditures comply with donor and PSI regulations.
- Prepare quarterly and annual financial reports for submission to Union to Union, the NPC, the Global Unions, and other donors.
- Coordinate and support external audits of project accounts.
- Maintain and update the accounting system, ensuring transparency and compliance with internal controls.
- Manage the full accounting cycle for the PSI Ghana office, ensuring accurate and timely recording of transactions.
- Process supplier payments, verify invoices and supporting documentation, and ensure compliance with internal procedures.
- Monitor incoming funds, record cash receipts, and reconcile bank accounts regularly.
- Prepare and execute bank transfers and other payment instructions in coordination with the regional finance team.
- Support the Regional Finance Manager by inputting and verifying accounting data from other offices or projects as required.

2) Administration and Compliance

- Ensure compliance with national statutory requirements (tax and other legal obligations).
- Manage contracting, procurement, and administrative processes according to PSI's procedures.
- Support anti-corruption awareness and complaints mechanisms within the project.
- Identify, monitor, and report potential financial or operational risks to PSI.
- Maintain accurate and complete records of expenses, contracts, audits, reports, and correspondence.

3) Communication & representation

- Ensure internal and external communication on the project;
- Draft reports for donors and PSI governance bodies;
- Provide media content for mainstream and union-targeted communications;
- Represent PSI to affiliates and in other fora where necessary.

Other duties as assigned by the Regional Secretary or the Subregional Secretary.

Supervision:

Report functionally to the Regional Finance Officer, Global Project Officer and the National Project Committee for technical and project-related matters and shall be under the overall supervision of the Regional Secretary.

Staff management:

NA

Cross-functional links:

The position will work in close collaboration with various internal and external stakeholders.

Eligibility:

Only candidates who are legally authorized to work in PSI's specified office (Accra or Nairobi) will be considered. Relocation support will not be provided.

Compensation:

The annual base salary will be aligned with PSI's local salary standards for the specified duty station. Additional benefits include a 13th-month salary, health coverage, and pension contributions.

Selection criteria:**Content Expertise:**

- University degree in Accounting, Finance, Business Administration, or a related field.
- Strong knowledge of internal control systems, compliance, and risk management.
- Familiarity with donor reporting requirements is an asset.
- Proficiency in accounting software (preferably Microsoft Dynamics 365 Business Central) and Microsoft Office Suite.

Experience:

- At least 3 years of professional experience in project financial management, preferably in donor-funded or international cooperation projects.
- Demonstrated experience in budget management, financial reporting, and audit coordination.
- Experience working with trade unions, NGOs, or civil society organisations is highly desirable.

Skills and attributes:

- Excellent organisational, analytical, and financial management skills.
- Strong communication and coordination abilities.
- High ethical standards, integrity, and attention to detail.
- Ability to manage multiple tasks under pressure and meet deadlines.
- Team-oriented, proactive, and solution-driven.
- Commitment to transparency, accountability, and the values of the trade union movement.

Languages:

Ability to write and speak fluently in English is essential.

Submission and review of applications

Please send a CV and a letter explaining why you are qualified and interested in this position to recruitment@world-psi.org

by 14 November 2025

Subject :

Project Finance & Administrative Officer/**Accra** OR Project Finance & Administrative Officer/**Nairobi**