



**VACANCY POSITION:  
CHIEF FINANCIAL OFFICER OF THE GFA**

The Ghana Football Association (GFA) is looking for a qualified person to fill the vacant position of Chief Financial Officer Position.

**Position Description**

Position Title: Chief Financial Officer (CFO).

Reports to: General Secretary.

Position based in: Head Office, Accra.

**Company Information:**

Founded in 1957, the Ghana Football Association (GFA) is the game's governing body in Ghana. It is a representative democracy, and is the umbrella organization for all football clubs, associations and other interest groups in the country. The GFA is responsible for overseeing, promoting and developing Ghana football at all levels; from grassroots through to the professional game.

The GFA is committed to develop, promote and raise the level of football throughout Ghana.

**Purpose of Role, Main Duties and Responsibilities**

The role of the Chief Financial Officer exists to plan, direct, and conduct accounting activities within the GFA by making a record of all the financial transactions of the company; handle the full day-to-day accounting of the Association in an accurate, organised & timely manner. The candidate is expected to effectively manage both the accounting system of the GFA (SAGE 300 Accounting Software and SAGE Premier Payroll) and its relationship with statutory and other external bodies such as the GRA, SSNIT, etc.

The ultimate goal of the office is to provide an effective accounting system that captures, monitors, evaluates, assesses all accounts related activities accurately; and to meet all statutory filling, reporting and external audit requirements on time.

**Financial Reports**

- Prepares monthly, quarterly and annual financial statements for the GFA and its Secretariat for use by the Executive Council.
- Provides financial information to internal and external bodies to satisfy the obligations of the FA and as required by the Statues of the GFA and its Executive Council.
- Perform financial analysis and reporting to the General Secretary for decision.

- Perform month-end accounting activities such as reconciliations and journal entries.

### **Budget Preparation**

- Provides guidelines to department heads on their inputs into the GFA Departmental budgets.
- Consolidates budget information from the departments and others areas of work into GFA Annual Budget.

### **Tax Administration**

- Ensures the overall tax administration of the company with the view of limiting tax exposure is complied with.
- Ensures that all Tax returns are filed accurately and on time and in line with the Law of Ghana.
- Ensures withholding taxes are accurate and VAT withholding are filed within regulatory timelines.
- Determines accurately deferred tax assets or liability and pass the necessary entries.
- Advises the HR department on PAYE tax administration
- Manages Tax Audit and answers any tax query or request for information by GRA.

### **Performance review of strategic business units**

- Prepares quarterly performance analysis of all departments and strategic business units for Executive Council decisions.
- Analyses performance of all earning assets and liabilities.

### **General Administration**

- Provides support to the General Secretary in running the Secretariat.
- Manages Fixed Asset Register
- Performs daily administrative functions to the accounts department regarding approvals and authorizations.

### **Quarterly and Year-end Audit Support and Regulatory reviews**

- Manages relationship with Auditors and Regulatory Stakeholders of the GFA to an effective and acceptable end.

### **Qualifications and Experience Required:**

- At least 5 years' experience in a similar role or in a relevant senior accounting role.
- A bachelor's degree in Accounting as well as a professional certification, e.g ACCA, CA or its equivalent.
- Master's degree in the relevant discipline preferred but not essential.
- Knowledge of relevant legislation regarding Financial reporting in Ghana.

### **Specific Job Knowledge, Skill , Ability And Eligibility Criteria:**

The CFO must possess the following knowledge, skills and abilities to perform the essential functions of the job:

- Must be a Ghanaian of high moral integrity

- Although it is not essential that the successful candidate comes from a football background, an ideal candidate with an understanding and empathy for football as both a sport and a business is preferred.
- A working knowledge of the activities of FIFA, CAF and GFA Statutes and Regulations, as well as managing relationships with all stakeholders especially the media is preferred but not essential.
- The candidate must have a proven track record of making high-level business decisions and the experience to take on this role.
- Must be assertive, matured, trusted advisor, good team orientation, confident demeanor and high integrity.
- Develops advanced ethical values and professional skills in the promotion of public interest and the accounting profession.
- Demonstrates personal effectiveness in fast changing environments.
- Good people management and team building skills
- Excellent communicator with excellent proposal writing skills and advance knowledge in presentation software applications such as Microsoft Windows Power Point of Apple iOS Keynote.

### **Mode of Application**

Applicants should submit their application including statement of strength and CV to the GFA via the email address provided [info@ghanafa.org](mailto:info@ghanafa.org)

### **Deadline for submission**

Not later than **1700hrs GMT (5pm Local Time) on Wednesday, February 5, 2020**

*Only shortlisted applicants will be responded to.*