



Ayiwa Danquah Memorial Foundation LBG

We are Hiring in 2026!

The Ayiwa Danquah Memorial Foundation announces a vacancy post!

Deadline to apply: March 31, 2026

Job Title: Accounting Assistant

Organization: Ayiwa Danquah Memorial Foundation (ADMF)

Location: Buokrom Estate Kumasi, Ghana

Contract Duration: Three- month probationary with expectation for extensions.

Reports To: Project Manager and Executive Director

Summary

ADMF is seeking the services of an Accounting Clerk @ our Buokrom Location.

The Accounting Clerk would be responsible for project level accounting duties including preparation and recording of journal entries such as incoming payments, general ledger account analysis, bank reconciliations, disbursement processing, collection of outstanding invoices in a timely manner and payroll processing in relation to the implementing of programs related to scholarships, extracurricular activities, and facility upgrades at Ayiwa Danquah Memorial Foundation LBG.

Qualifications

- Ability to effectively present information verbally and in writing
- Basic math skills: addition, subtraction, multiplication, division
- Intermediate knowledge of MS Excel

- Strong attention to detail
- Can organize, prioritize, plan and multi-task work activities, with the ability to effectively meet deadlines in a high-pressure environment.
- Strong understanding of basic accounting concepts, GAAP, and financial analysis techniques
- 2 years of relevant work experience required
- Bachelor's degree Accounting is desirable

Responsibilities

- Prepare various balance sheet reconciliations and financial analyses
- Prepare monthly bank reconciliations
- Process bi-monthly disbursement
- Perform monthly closing activities including preparing and posting general journal entries
- Report daily cash receipts and cash balances for primary operating accounts
- Assist with recording and reporting information as would be required
- Communicate with Administrator at other admin staff on inquiries and discrepancies
- Perform other duties as assigned

Salary Expectation

At ADMF the average salary of staff is Attractive

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency – based interview

How to Apply

Interested candidates should complete the online application [Here](#) and submit together with a cover letter and CV to AyiwaDanquah.infog@gmail.com by 31 March 2026. Please note all fields marked with * on the form must be completed.

For further information on the Foundation, please visit www.miskl.org/foundation and for jobs www.miskl.org/foundation/jobs .