



## Ayiwa Danquah Memorial Foundation LBG

### We are Hiring!

**The Ayiwa Danquah Memorial Foundation announces a vacancy post!**

**Deadline to apply: October 31, 2025**

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**Job Title: Accounting Assistant**

**Organization:** Ayiwa Danquah Memorial Foundation (ADMF)

**Location:** Buokrom Estate Kumasi, Ghana

**Contract Duration:** 2025–2026

**Reports To:** Project Manager and Executive Director

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### 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, general ledger account analysis, bank reconciliations, disbursement processing, and payroll processing in relation to the implementing of programs related to scholarships, extracurricular activities, and facility upgrades at Ayiwa Danquah Memorial Foundation LBG.

<b>Qualifications</b>
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Ability to effectively present information verbally and in writing

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Basic math skills: addition, subtraction, multiplication, division

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Intermediate knowledge of MS Excel

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Strong attention to detail

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Can organize, prioritize, plan and multi-task work activities, with the ability to effectively meet deadlines in a high-pressure environment.

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Strong understanding of basic accounting concepts, GAAP, and financial analysis techniques

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2 years of relevant work experience required

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Bachelor's degree Accounting is desirable

### **Responsibilities**

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Prepare various balance sheet reconciliations and financial analyses

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Prepare monthly bank reconciliations

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Process bi-monthly disbursement

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Perform monthly closing activities including preparing and posting general journal entries

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Report daily cash receipts and cash balances for primary operating accounts

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Assist with recording and reporting information as would be required

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Communicate with Administrator at other admin staff on inquiries and discrepancies

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Perform other duties as assigned

### **Salary Expectation**

At ADMF the average salary of staff is Attractive

<b>Assessment</b>
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Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency – based interview

**Download the online application form to Complete and submit to**  
**[AyiwaDanquah.info@gmail.com](mailto:AyiwaDanquah.info@gmail.com)**

**Please note that all fields marked with \* are required.**