



USAID
FROM THE AMERICAN PEOPLE

USAID/West Africa is looking for a Ghanaian national for the position of Financial Clerk.

The position is located in the Budget and Accounting Division, Regional Office of Financial Management (ROFM), USAID/West Africa. The position will be responsible for performing the full range of Budget & Accounting Division support functions to the Clients (Missions, Strategic Objective Teams, and Embassies).

(Please contact acpersonnel@usaid.gov or <http://www.usaid.gov/westafrica/employment/index.htm> for a detailed job description)

Education & Prior Work Experience: Completion of Post Secondary School training in Business Studies or Accounting (Diploma) is required, plus one to three years experience in accounting, book-keeping or a closely related field.

Skills and abilities: Good general knowledge of accounting office operations is mandatory. Practical knowledge of basic accounting concepts and the flow of accounting transactions as well as excellent interpersonal skills are required.

Salary Range: GH¢ 10,849 – 16,269 per annum (depending on qualification and experience)

Financial Clerk

USAID/West Africa

P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

Or by Email: acpersonnel@usaid.gov

CLOSING DATE: AUGUST 2, 2010

(Please note that only short-listed applicants will be contacted)