

GETCARE FOUNDATION



Job Opening — Finance & Compliance Manager

Job Reference No.: GCF-FC-2026-03

About GetCare Foundation

GetCare Foundation is a mission-driven development organization working to strengthen food systems, restore degraded landscapes, and improve rural livelihoods through practical, scalable solutions.

The Foundation operates at the intersection of agriculture, environment, and economic development, supporting smallholder farmers and rural communities through training, technical services, market linkage, and ecosystem restoration programs.

Our work combines field implementation with knowledge creation — enabling communities not only to improve productivity and incomes, but also to steward land and natural resources sustainably.

Current initiatives include farmer advancement programs, environmental restoration pilots, institutional technical services, and multi-stakeholder collaborations.

To support expanding programs and partnerships, GetCare Foundation is strengthening its professional team to ensure consistent quality delivery and long-term institutional sustainability.

Position Title

Finance & Compliance Manager

Location

Ghana (Hybrid)

Engagement Type

Part-time (initially), scalable to full-time

Reports To

Executive Director

Works Closely With

Project Director and Business Development Manager

Role Summary



The Finance & Compliance Manager establishes and maintains the financial management and accountability systems of GetCare Foundation.

The role ensures accurate financial reporting, budget control, audit readiness, and compliance with partner and regulatory requirements. The position is responsible for building a transparent and reliable financial structure capable of supporting multi-year programs and institutional partnerships.

Key Responsibilities

Financial Management & Reporting

- Maintain accounting records and ledgers
- Prepare monthly and project financial reports
- Track expenditures against approved budgets
- Reconcile accounts and transactions
- Maintain financial documentation and filing systems

Budgeting & Cost Control

- Support project budgeting and cost projections
- Monitor activity spending and financial variance
- Provide financial input into proposals and contracts
- Advise management on financial risks and efficiency

Compliance & Audit Readiness

- Ensure compliance with regulatory and partner requirements
- Maintain supporting documentation for transactions
- Prepare financial schedules for audit processes
- Develop and enforce financial policies and procedures

Institutional Financial Systems

- Establish standard financial workflows and controls
- Improve internal accountability processes



- Strengthen documentation for funding eligibility
- Support financial transparency and reporting credibility

Performance Indicators

Success in this role will be assessed by:

- Accurate and timely financial reports
- Clean audit readiness documentation
- Effective budget tracking and cost control
- Compliance with partner financial requirements
- Reliable financial records supporting funding eligibility

Required Qualifications & Experience

- Degree in Accounting, Finance, or related field
- Minimum 4 years relevant experience
- Experience with project or NGO accounting preferred
- Familiarity with budgeting and financial reporting

Skills & Competencies

- Strong attention to detail
- Financial organization and recordkeeping
- Analytical thinking
- Integrity and discretion
- Ability to create simple but reliable systems

Personal Attributes

We are looking for someone who:

- Values accuracy and accountability
- Is structured and dependable



- Can build order within evolving systems
- Understands the importance of financial credibility

What Success Looks Like in the First 6 Months

- Standard financial tracking system established
- Monthly financial reporting functioning reliably
- Financial documentation audit-ready
- Budget monitoring integrated into operations

Contract & Compensation

This is a professional engagement with a monthly salary aligned with time commitment and responsibilities. The role is structured to expand into a full-time position as financial activity increases.

Application Deadline

27th February, 2026

Expected Start Period

Rolling — early qualified applicants may be engaged before the deadline.

How to Apply

Please send the following to: careers@getcarefoundation.org

Subject line: *Finance & Compliance Manager Application – [Your Name]*

1. CV (max 4 pages)
2. Brief description of financial systems you have managed (max 1 page)
3. Two professional referees

Selection Process

Only shortlisted candidates will be contacted.

Shortlisted applicants will complete a short practical assessment and interview.



Equal Opportunity

GetCare Foundation is an equal opportunity organization. We value competence, integrity, and commitment to impact.