



JOB VACANCY ANNOUNCEMENT

About PEN

Practical Education Network (PEN) is a nonprofit organization dedicated to improving STEM teaching and learning through hands-on, inquiry-based approaches that use low-cost and locally available materials. PEN's mission is to improve STEM learning outcomes in the Ghanaian education system by building teacher capacity.

PEN's teacher training programmes are infused with an MIT-style, "learning-by-doing" philosophy, enabling effective hands-on science instruction regardless of resource constraints. Through a series of workshops, PEN supports African STEM teachers to learn, design, and share practical activities that complement national curricula and are developed using affordable, locally available materials.

PEN operates from its headquarters in Accra, Ghana, with offices and staff in both Ghana and Liberia, and works through a mix of full-time staff, project-based teams, and consultants across multiple locations. The organization implements projects in Ghana, Liberia, Rwanda, and Côte d'Ivoire, and through its broader Africa-wide and international partnerships, delivering its work both independently and in collaboration with education authorities, universities, academic research groups, technical partners, and expert consultants.

AVAILABLE POSITION: Accounts Officer

WORK STATION: North Legon, Accra.

EMPLOYMENT TYPE: Fixed Term (Full Time)

EMPLOYMENT DURATION: Three (3) Years, Renewable

About the Position

We are recruiting an Accounts Officer for a full-time position based in Accra, Ghana. The Accounts Officer will report to the Finance & Administration Manager and will focus on supporting PEN's finance and accounting functions.

PEN works with project teams, partners, and consultants across Ghana and other countries. The Accounts Officer will support PEN's financial operations in Ghana and its broader regional operations. In addition, they will be responsible for the following key activities:

Key Responsibilities:

- Record and process financial transactions, including bills, cash advance requests, payments, and receipts, in compliance with PEN and donor financial policies.
- Maintain complete, accurate, and up-to-date financial and procurement documentation in collaboration with the Admin & Logistics Officer.

- Prepare monthly and quarterly financial schedules and reports for submission to the Finance & Administration Manager and relevant partners.
- Reconcile staff cash advances and staff accounts, ensuring proper documentation and timely retirement.
- Review prepared payments for policy and donor compliance before upload for approval.
- Support budget tracking, cash flow monitoring, and reconciliation of expenditures against approved budgets.
- Prepare payroll support schedules, manage bank and mobile money transactions, and prepare statutory remittance schedules (PAYE, WHT, SSNIT, pensions).
- Assist with month-end and year-end close procedures, including reconciliations and supporting schedules.
- Support annual external audits by compiling audit files and responding to audit queries.

Criteria for the position

The following qualifications are necessary for this position:

- Bachelor's degree in Accounting or Business Administration.
- At least five (5) years of experience in accounting or finance.
- Excellent verbal, written, and interpersonal communication skills.
- Outstanding computer skills and facility using Microsoft Office Suite, including Excel, and online platforms.
- QuickBooks or other accounting software experience.
- Fluency in English.

We are also looking for the following skills and attributes:

- ACCA/CPA qualification or part qualification is an advantage.
- Strong understanding of accounting principles, financial controls, and donor compliance requirements.
- Experience working with international teams and coordinating with multiple stakeholders, vendors, and partners.
- High level of accuracy, attention to detail, and discipline in financial record-keeping.
- Excellent problem-solving and time-management skills, with the ability to meet strict reporting deadlines.
- Strong work ethic and a clear commitment to quality, accountability, and delivery.
- Ambition to set and maintain high standards for financial records, reconciliations, and reporting.
- Strong analytical and critical-thinking skills to identify errors, risks, and opportunities for process improvement.
- Outstanding organizational skills, with the ability to manage high transaction volumes and maintain orderly financial systems.
- Proven ability to work closely with a growing team and to successfully manage multiple and changing priorities in a fast-paced, dynamic environment while maintaining professionalism and a good sense of humor!

Compensation and Benefits

This is a full-time position with an initial 3-month probationary period. PEN offers a competitive salary that is commensurate with experience. Benefits include health insurance and other benefits in line with PEN's policies.

Core Values

At PEN, we expect all staff to demonstrate and uphold the following core values in their work and professional conduct:

- Learning
- Integrity
- Generosity
- Humility
- Transparency

To Apply

Please submit your CV to jobs@practicaleducationnetwork.com and a thoughtful cover letter. Once your application is received, shortlisted candidates will be required to complete an additional screening survey and activity.

In your cover letter, kindly explain your interest in PEN's mission and activities. You should also describe how your skills, background, and accomplishments make you a strong candidate for this role, with specific emphasis on your accounting and finance experience. Please note that only applications accompanied by a cover letter will be considered.

In the subject line of your email, please indicate: "Accounts Officer – PEN Ghana". No phone calls, please.

Deadline: Tuesday, February 3, 2026.

Only shortlisted applicants will be contacted.