

## FINANCIAL ACCOUNTANT

**Department:** WSUP Secretariat - Global Finance Team  
**Place of work:** WSUP Programme Country  
**Contract:** 12 months fixed term  
**Grade:** 7  
**Salary:** GHA 93,195  
**Reports to:** Financial Controller  
**Closing date:** Tuesday, 17 February 2026

### ABOUT WSUP

Today, around one billion city-dwellers lack access to safe drinking water, a number the UN estimates will nearly double by 2050 as more and more people are moving to cities for work and other opportunities, most of them ending up living in informal settlements without basic services. Meanwhile the changing climate is making water even more precious. Against this backdrop, our work has never been more vital. WSUP is a not-for-profit company, expert at improving water and sanitation services for low-income, urban communities. We work alongside utilities, entrepreneurs, and communities to develop and deliver solutions which are affordable for the poor, financially viable for suppliers, and sustainable for the environment.

We were founded in 2005 in the UK and currently work in seven countries in sub-Saharan Africa and Asia (Kenya, Uganda, Mozambique, Madagascar, Ghana, Zambia, Bangladesh), supported by a global Secretariat. We are a small organisation, but we have a big impact; since inception we have helped over 40 million people with improved water, sanitation, and hygiene services. And we have ambitions to reach many more!

WSUP's innovative approach to creating impact is guided by our values, which are the common fundamental beliefs and principles that guide us. All our staff are expected to embody these values in their day-to-day work and interactions.

To learn more about our values, please see [www.wsup.com/about/work-with-us/](http://www.wsup.com/about/work-with-us/)

For more information about WSUP's vision and approach, see [www.wsup.com](http://www.wsup.com)

## ABOUT THE ROLE

The Financial Accountant is a key member of the Secretariat Finance team, responsible for ensuring accurate and timely financial information is reconciled, coded, posted and available to the organisation, including bank and other balance sheet reconciliations, with-holding tax, and credit cards.

Finance is currently a centralised function in WSUP, with limited delegation of financial responsibilities to the country programme teams. The local teams collect data and feed this back to the International Secretariat team for input to our finance systems and respond to reports issued by the Secretariat. It is intended to decentralise the finance function, providing more responsibility and autonomy within the WSUP framework, to the Country Managers (CMs) and finance leads in country to improve efficiencies and be more cost effective.

The Secretariat element of this role supports that process by providing key services in the areas of balance sheet controls, credit card claims, bank reconciliations, with-holding tax returns, liaison with country finance teams, business partnering, management reports and year end accounts.

## JOB DESCRIPTION

### Secretariat Finance main responsibilities & tasks

#### 1. Balance sheet controls and reconciliations

- Liaise with Country office Finance Staff to ensure delivery of good quality banking data and analysis required for Bank and balance sheet reconciliations
- Monthly reconciliation of bank accounts by 5th working day of the month
- Reconcile withholding tax account and ensuring that payments are made promptly to relevant tax authorities
- Ensure relevant tax documentation is in place to support payments
- Carry out balance sheet reconciliations – debtors, creditors, bank accounts – and resolve any issues that arise
- Produce a monthly cash flow statement that takes into account expected income and expenditure analysing between restricted and unrestricted funds

#### 2. Bank reconciliations and direct debits

- Overseeing bank transactions to ensure that timely and accurate fulfilment of bank obligations are made, analysing in-country usage and costs of bank services to ensure value for money
- Ensure banking arrangements manage security and anti-fraud processes in line with WSUP procedures

- Work closely with the Payments Assistant in dealing with bank-related payment queries such as returned payments
- To maintain a good relationship with the bank ensuring all relevant documentation had been received by WSUP and all the personnel changes are reflected in bank mandates
- To administer all direct debits including UK-based staff pensions and other DD mandates

### **3. Accounting information and reports**

- Assist in providing information and reconciliations for annual statutory audits and project audits.
- Support funder invoicing processes for WSUP and WSUP Advisory CIC, record bank receipts, and post/allocate cash received and foreign exchange differences.
- Monitor cash receipts, post transactions, and inform P&C team and finance director of funds received.
- Produce monthly aged debtor reports and inform relevant managers of overdue debts to be chased;
- Work closely with WSUP Advisory CIC and Secretariat managers, providing reports, analyses, and support as required.

#### **Credit cards**

- Prepare and send credit card return forms to credit card holders across WSUP's network
- Deal with all bank-related payment queries such as returned payments
- Ensure timely return of completed forms, checking all card holders completed forms are supported by valid receipts and have been accurately recorded and coded.
- Post all journals relating to credit card transactions into Xledger by 10th working day of each new month
- Reconcile credit card accounts by 10th working day of each new month

### **4. Staff development**

- Carry out Finance inductions for new Secretariat staff
- Carry out training of UK and in-country staff, as required on banking, credit cards, petty cash, and expenses management.

### **5. General**

- Attend and contribute to finance team meetings, and other meetings as appropriate.
- Comply with all policies and procedures of WSUP at all times.
- Carry out any other tasks compatible with the post, including cover for absent finance team members

- Any other duties compatible with the post as assigned by the Financial Controller or Director of Finance

## Business partnering

### 1. General Finance role

- Produce the annual financial statement for the local administration
- Produce financial data for expenditures report to funders and fiscal offices
- Make the correct payment of monthly salaries for all staff directly employed by the WSUP Programme, and promptly calculate and process payment for all local taxes and record according to WSUP procedures
- Prepare and deposit documents/communication with fiscal, national entities and other organizations (Ministries, Communes, partners)
- File financial records and documents for accounting, for periodical national reporting process, and for audit
- Gather data and information for the year end audit process for each group entity.

### 2. Inter-company accounts

Reconcile inter-company accounts between group companies on a monthly basis including WSUP, WSUP Advisory CIC and WSUP Zambia.  
Post inter-company transactions.

### 3. Bank payments and transfers

Set-up bank payments and transfers between WSUP and country bank accounts, between WSUP group companies, and assist with supplier payments for all entities.

## JOB SPECIFICATION

Evidence that applicants meet the essential criteria will be assessed by the following methods:  
Application (A) Interview (I), as indicated below.

### Essential

<b>Qualifications and experience</b>	Part-qualified or fully qualified accountant (CCAB or equivalent) (A)
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	<p>Experience of working with accounting software and writing reports e.g. Xledger finance system or similar (A+I)</p> <p>Experience of managing accounting controls in the context of a month end close (A) (I)</p> <p>Experience in working with overseas currencies (A+I)</p>
<b>Knowledge</b>	<p>Good understanding of fundamental accounting principles and able to apply them in practice (A+I)</p> <p>Good understanding of IT systems and processes, including Microsoft environment and cloud-based applications (A+I)</p> <p>Good understanding of the month-end close process and balance sheet reconciliations (A+I)</p> <p>Good understanding of payroll accounting and journals (I+T)</p>
<b>Skills and abilities</b>	<p>Strong numeracy skills (A)</p> <p>Excellent Excel skills, including experience of using complex formulae and functions (T)</p> <p>Evaluation and analytical skills (I+T)</p> <p>Meticulous attention to detail whilst meeting deadlines (A+I)</p> <p>Ability to communicate financial matters clearly to a range of different audiences, including non-finance specialists (A+I)</p> <p>Strong written and verbal communication skills (A+I)</p> <p>Organisational and time management skills, including prioritisation (A+I)</p> <p>Ability to build and maintain effective relationships with internal and external partners at all levels (A+I)</p> <p>Solutions-oriented approach (A+I)</p> <p>'Completer/ finisher' able to follow through actions and chase progress (A+I)</p>
<b>Other</b>	<p>Commitment to the vision and aims of WSUP (A+I)</p> <p>Demonstrable enthusiasm for continuous learning (I).</p> <p>Resilient, self-starter, able to act on initiative (A+I).</p> <p>A team player willing to assist other members of the team when necessary (A+I).</p>

## Desirable

<b>Knowledge</b>	Liaison with international projects and/or offices – including offices in developing countries – in a multi-currency environment (A). Barclays Bank B.Net and ABSA online banking experience. Barclaycard online card administration system experience
<b>Skills and abilities</b>	Ability to speak and read French or Portuguese would be an advantage (A).

## HOW TO APPLY

To apply for this position, go to <https://www.wsup.com/vacancies/> to upload your resume and cover letter by **17 February 2026**

**Please note:** This role will be based in Ghana. **Applicants must have the right to work in Ghana at the time of application.** Please do not apply if this is not the case.

**While we value innovation and emerging technologies, we kindly ask that applicants refrain from using AI tools to write their applications (CV and covering letter). We are seeking authentic, personal responses that reflect your own experiences in your own voice.**

## EMPLOYMENT ELIGIBILITY AND SAFEGUARDING DISCLOSURE

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. WSUP also participates in the Inter-Agency Misconduct Disclosure Scheme.

The core of the scheme is that participating organisations will share information in the recruitment process about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed. This information will be shared in the form of a “Statement of Conduct”. For more information on the Scheme, please click on the following link: **[www.misconduct-disclosure-scheme.org](http://www.misconduct-disclosure-scheme.org)**.

In line with this Scheme, we will request information from job applicants’ previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. We will request information from all of your employers from the last five years. By applying, the job applicant confirms their understanding of these recruitment procedures.