SPROUT MARKETING SERVICES

+233 (0) 20 903 9097
info@sproutmarketingservices.com
www.sproutmarketingservices.com

Finance and Administration Associate (Fixed-Term Contract)

Location: Accra
Work Structure: Hybrid, with remote work and regular on-site support for events, shoots and activations
Organisation: Sprout Marketing Services

About Sprout Marketing Services

Sprout Marketing Services is a 360-degree creative marketing and events agency that helps organisations bring campaigns, content, events and brand experiences to life.

Our work spans corporate events, donor-funded projects, conferences, exhibitions, activations, branding, digital marketing and marketing communications across Ghana and other African markets.

As we continue to grow, we're looking for a Finance & Administration Associate to support the financial and administrative operations that keep our projects and business running efficiently.

About Role

We are looking for a proactive, organised and detail-oriented Finance and Administration Associate to join our team on a fixed-term contract.

This role combines finance, administration and project support. The successful candidate will help manage the company's day-to-day financial operations while supporting project budgeting, invoicing, expense tracking, documentation, reporting and administrative coordination.

The role requires someone who can work independently, maintain high levels of accuracy and support multiple projects simultaneously in a fast-paced environment.

This position is based in Accra with a hybrid work arrangement. The successful candidate must also be willing to travel within Ghana and occasionally outside Ghana when required to support project delivery.

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Responsibilities

- Prepare and issue client invoices.
- Track outstanding payments and follow up with clients.
- Process supplier invoices and vendor payments.
- Maintain accurate financial records and supporting documentation.
- Monitor project budgets and track project expenses.
- Prepare expense reports and reconcile project costs.
- Support the preparation of financial reports and management reports.
- Organise receipts, contracts and project documentation.
- Maintain vendor and supplier records.
- Coordinate travel advances and expense reconciliations for project teams.
- Support procurement and administrative activities where required.
- Assist with tax, audit and compliance documentation.
- Help improve internal finance and administrative systems.
- Work closely with project managers to ensure projects remain financially organised from planning through completion.

Requirement

The ideal candidate should:

- Have a degree or HND in Accounting, Finance, Business Administration or a related field.
- Have a minimum of 2 years' experience in accounting, finance or administration.
- Be strong knowledge of Microsoft Excel or Google Sheets.
- Have an experience in using accounting software is an advantage.
- Have strong analytical and problem-solving skills.
- Have excellent attention to detail and organisational ability.
- Have good written and verbal communication skills.
- Have the ability to manage multiple deadlines and work independently.
- Be willing to travel for projects when required.
- Have experience working with donor-funded projects, NGOs, consulting firms or marketing agencies is an added advantage.

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Additional Requirements/Experience:

We're looking for someone who:

- Takes ownership of their work.
- Is proactive and dependable.
- Has strong integrity and professionalism.
- Enjoys building systems and improving processes.
- Communicates confidently with clients, vendors and internal teams.
- Thrives in a fast-paced environment where no two projects are the same.
- Is eager to grow with a dynamic and ambitious agency.

How to Apply

Interested applicants should submit:

- An updated CV.
- A short introduction explaining why they are interested in the role.

Applications should be sent to **info@sproutmarketingservices.com** with the subject:

Application: Finance and Administration Associate (Fixed-Term Contract)

Only shortlisted applicants will be contacted.