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**JOB DESCRIPTION**

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| **Job Title:** | Head of Finance and Administration (HoFA) |
| **Company:** | Self Help Africa |
| **Department:** | Finance and Administration |
| **SHA Job Grade** | 10 |
| **Reports to:** | Country Director (CD) |
| **About Self Help Africa, TruTrade and the Gorta Group:** | **About Self Help Africa & United Purpose**  In 2021, Self Help Africa merged with United Purpose, an international  organisation that aims to alleviate hunger, poverty, social inequality, and the impact of climate change through community-led, market-based, and enterprise-focused approaches, so people have access to nutritious food, clean water, decent employment, and incomes while sustaining natural resources.  Self Help Africa is an international development organisation that works through agriculture and Agri-enterprise development to end hunger and extreme poverty.  The organisation has programmes in 15 countries in sub-Saharan Africa and also implements projects in Brazil and Bangladesh.  In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality, and the impact of climate change through community-led, market-based, and enterprise- focused approaches so that people can have access to nutritious food, clean water, decent employment, and incomes while sustaining natural resources. Our wider  organisation also includes social enterprise subsidiaries Partner Africa, which  provides ethical auditing and consultancy services, TruTrade, an innovative trading  platform in East Africa, and CUMO, Malawi’s largest micro-finance provider.  Our three core values are:  ▪ Impact: We are accountable, ambitious, and committed to systemic change.  ▪ Innovation: We are agile, creative, and enterprising in an ever-changing  world.  ▪ Community: We are inclusive, honest, and have integrity in our relationships. |
| **Job Purpose:** | Under the overall managerial and administrative leadership of the SHA Country Director (CD), the Head of Finance and Administration will be directly responsible for the implementation and overall management of financial systems and controls of the Country Office and core administrative requirements. These include cash/bank management, strategic oversight of human resource and administrative functions, financial reporting, grant financial management and compliance, budget management, staff capacity building and all other related matters in Uganda.  The HoFA is a senior leader and a key member of Country Management Team (CMT), with the CD as lead and Head of Programme (HoP) as the other member. He/she is expected to play a key role in contributing to development of financial systems across SHA, new programme development and the overall achievement of country programme’s strategic plan goals.  The role will be directly responsible for the implementation and overall management of financial systems and controls and will be accountable for assessing, monitoring and mitigating both internal and external risks across the Country Programme. S/he will also be developing high quality approaches and systems, work closely with program leads and other senior staff to ensure effective monitoring and response to external risks associated with: compliance with policy and regulations, statutory requirements and collaborating with teams across the country programme and Global team.  The HoFA will also be providing financial oversight and operational support to TruTrade Africa-Uganda office as and when required. |
| **Results Areas:** | **Responsibilities (R) and Activities** |
| **R1: Country Office Finance Management**   1. Produce and submit monthly management accounts to Head Office (HO) based on the SHA management accounts with approval of the CD. Includes monthly and year to date project and donor expenditures, income and expenditure account, and other necessary information; 2. In conjunction with the Head of Programmes (HoP), responsible for the preparation and review of the monthly programme expenditure reports of the country office and projects; 3. Provide training and support to financial and non-financial staff regarding SHA’s financial procedures and internal controls, and programme management tools 4. Ensure effective management of CO and project budgets in liaison with Project Managers, HoP and CD, including CO and project budgets, budget monitoring, budget amendments; 5. Oversee the preparation of and review accuracy and completeness of donor financial reports – monthly, quarterly, or annually, as required by the donor contracts and guidelines, which agree with the corresponding narrative reports. Submission to the global office for approval, budget variance analysis, and explanations; 6. Preparation of the year-end financial statements, arranging and ensuring the timely completion of the year end audit (accounting year end – 31 December); 7. Monitor and ensure programme and administrative spending are in line with agreed budgets, - identify potential under or over-spends and liaise with HoP, HO and donors as appropriate; 8. Lead effective cash management, including controlling cash flows and monitoring cash on hand balances per project. Prepare cash requests for approval by the Country Director and onward submission to the global office Programme Finance function. Liaison with banks as appropriate. 9. Managing and building capacity of financial systems for SHA partners and staff. 10. In conjunction with the finance team, schedule regular monitoring visits to, and internal audit of, local partner organisations, ensuring their financial systems and controls are of an appropriate standard to ensure security and effective management of funds advanced by SHA; 11. Provide advice on all financial and administration matters to senior management team; 12. Develop and oversee the implementation of office procedures and policies on financial and administration matters to ensure adherence to such by every staff member; 13. Review and approve payment documentation, ensuring amounts align with agreed budgets, authority levels, internal control procedures and donor requirements are adhered to, and timely payments are made to suppliers, partners, and beneficiaries; 14. Organise and participate in periodic audits based on contractual obligations and ensure the implementation of audit recommendations. 15. Review CO risk register with CMT to ensure that CO risks are effectively managed |
| **R2: Operational Management**   1. Provide leadership to the Finance & Administration Department; 2. Ensure that procedures are adhered to by all staff in the country programme; 3. Where relevant, assist programme department staff in drafting, negotiating and issuing of contracts 4. Support programmes team in performing Due Diligence on partners, consortia members and suppliers where necessary; 5. Ensure reports are completed in accordance with deadlines and undertake report editing and review where necessary; and, 6. Ensure that appropriate SHA management, administration, personnel, logistic, finance, and communication systems are in place. |
|  | **R3: Human Resource Management**   1. Oversee the administration of CO human resources processes including annual appraisals of direct reports in line with SHA’s Human Resource procedures; 2. Ensure timesheets are completed by all staff and appropriately approved; 3. Preparation of SHA payroll on monthly basis to ensure that all relevant personnel information (movement, death etc.) is up to date and local compliance with statutory and other legal requirements; 4. Ensure local compliance with the employee tax deductions, that all relevant statutory deductions are made from the employees’ salaries and paid out to the appropriate authorities, coordinating with local legal, accounting and HR advisors as appropriate. 5. Maintain good team communication, engender good team dynamics and take remedial action when problems occur in collaboration with CD; 6. Ensure procedural compliance for recruitment and contracting of staff; ensuring that all employees are presented with a letter of appointment and staff record are intact and updated as changes are effected; 7. Line manage all finance and administration staff, ensuring JDs are in place and performance management procedures are followed; 8. Work with CD to maintain up-to-date job descriptions for all country programme staff; 9. Ensure all staff understand and sign-up wrongdoing policies and he/she shall monitor and report to the CMT possible breach of the policies; 10. Ensure procedural compliance for recruitment and contracting of staff; ensuring that all employees are presented with a letter of appointment and staff record are intact and updated as changes are effected. |
|  | **R4: Safety and Security**   1. Ensure CO security guidelines are in place and reviewed at least bi-annually; 2. Ensure all safety or security incidents (fires, vehicle accidents, theft, etc.) are appropriately recorded and reported by project staff to relevant parties; 3. Ensure that appropriate security arrangements are in place for the CO (including all field offices), and this includes managing contractual arrangements with security companies or individuals and that security arrangements for property (motorcycles, vehicle, etc.) are in place; and, 4. Actively monitor field site safety and security and advise the CD about new developments. |
|  | **R5: Logistics/ Procurement / Assets Management**   1. Review and maintain the fixed asset register on Salesforce, prepare quarterly updates of the fixed asset register and submit to HO; 2. Ensure compliance with donor visibility rules regarding assets; 3. Ensure adequate and appropriate insurance for staff and property is in place; 4. Ensure vehicle management policies are understood and followed by all staff. Includes monthly reports on car usage and charging to projects as appropriate. 5. Responsible for ensuring the efficient use and management of transport resources; 6. Provide leadership and supervise the procurement function and control and management of stock; 7. Oversee the Procurement Committee function and ensure that procurement procedures are followed by the committee, transparency maintained and value for money got for all procurements; and, 8. Ensure compliance with SHA logistics policy and relevant donor finance regulations. |
| **Representation** | 1. In liaison with the CD, represent SHA at national, regional and international levels; to donors, local and national government authorities, other NGOs, and any other parties as required; 2. Support the CD’s strategic co-operation initiatives with government and national/international NGOs and CBOs active in the programme areas; 3. Provide cover for other posts when needed and carry out any other responsibilities as requested by the CD |
| **Key Relationships:** | **Internal**   * SHA Country Director, Head of Programmes & Finance Team * CFO and HQ Finance Manager * Compliance Manager * Head of Africa Operations * Programme Officer * SHA Senior Management Team * SHA HOFAs in all countries   **External**   * Government departments, * Banks, external auditors and other service providers * Donors * Partners |
| **Role Competencies** | * Excellent verbal, analytical, organisational and written skills * People management skills * Experience of managing donor funds and contracts, as well as an understanding of donor regulations. * Demonstrated experience and skill with budget preparation and analysis, financial reporting preparation and presentation and the proven ability to translate technical financial data into informative reports. * Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values * Excellent ICT skills, including advanced proficiency in MS Office and accounting software. * Experience of undertaking risk assessments, internal audits and/or assessing internal controls * Strong analytical and reporting capabilities * Can-do attitude. * Outside the box thinker   Attention to detail and the ability to produce timely and accurate financial reports |
| **Knowledge and Experience** | 1. Minimum of BA Degree in Accounting/ Finance or related fields from recognised university. 2. Minimum of 15 years practical experience of which at least 5 years is at a senior management level, preferably in a mid to large international NGO. 3. Knowledge of INGO sector best practices |
| **Qualifications/Other Requirements** | 1. **Essential**  * Internationally recognized Accounting Qualification (CA, ACCA, CIMA, CPA) * Strong technical abilities and up to date knowledge of Generally Accepted Accounting Principles * Experience in the preparation and review of management accounts and the ability to critically analyse a trial balance * Experience of managing donor funds and contracts * Experience in the preparation of year-end financial statements and managing annual external audits * Experience of managing, training and supporting staff  1. **Desirable**  * Willingness to travel nationally and internationally * Experience working with partner organisations * Experience of undertaking risk assessments, internal audits and/or assessing internal controls |
| Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require police vetting. | |