**JOB DESCRIPTION**

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| **JD Unique ID** |  |
| **Job Title** | Finance and Administration Associate |
| **Company/Employer** | Self Help Africa |
| **Location** | Adjumani and Kiranydongo |
| **Contract type** | Fixed Term  |
| **Reports to** | Project Manager  |
| **Organisation Overview** | **About Self Help Africa** Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.  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, 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-changingWorld.▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose** | The Finance and Administration Associate will provide finance and administration support to the project. Working closely with the Project Manager and the Head of Finance and Administration you will play a key role in the project operations. The Finance and Administration Assistant will have responsibility for financial administration, including the management of the accounts for the project, the financial information required for the Donor, the day-to-day financial management, as well as undertaking general administration tasks under the guidance of the Project Manager and the Head of Finance and Administration. The duties and responsibilities as set out below are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of her / his level of skills and experience. |
| **Key Responsibilities** | **R1: Finance and Accounting**1. Handling day-to-day accounting transactions
* Prepare and verify all supportive documents for payment before submitting them for approval.
* Filling all paid invoices
1. Making follow ups for all payments submitted to country office from the field and giving feedback.
2. Assist in preparation and tracking of budgets line and code in all requests.
3. Establish and implement efficient administration and logistics procedures in line with organisational requirements.
4. Support the preparation of monthly, quarterly, and annual donor financial reports in line with the grant agreement.
5. Assume other financial responsibilities as assigned.

**R2: Administration/Logistics**1. General management of the office; ensuring regular supply of power, water; timely supply and adequacy of office supplies; proper maintenance and safety of office.
2. Support, organize and provide administrative support for all organization events (e.g. room booking, catering arrangements, handling inquiries and bookings, etc.)
3. Organize staff meetings, prepare and share minutes of staff meetings, and where necessary.
4. Ensure that up-to-date contracts are in place for services and goods rendered to the project.
5. Maintain office administrative files including client, accounting and contract files with the ease of retrieving information.
6. Establish and implement administration and logistics procedures in line with organisational requirements.
7. Review movement logs and fuel reports for motorcycles and office vehicles and report any anomalies identified to the supervisor for appropriate action.
8. Coordinate all travel arrangements for staff in the field.
9. Support the procurement process for the supply of goods and services in line with SHA procurement guidelines.

**R3: Assets and stores** a. Prepare and update the asset register on regular basis; b. Maintain records of stock items including stock receipts and issuance ensuring that any stock issued is requested for by the user and approved by the department head c. Ensure proper utilization of office assets by staff and coordinate repairs and maintenance of office building, equipment, motorcycles and vehicles d. Performs any other duties assigned by the supervisors. |
| **Key Relationships** | **Internal*** Head of Finance, Project Manager, Project Officers, Technical Coordinators & other project staff.
* Self Help Africa Uganda Country Programme Staff and administrative staff

**External*** Farmer groups, Service provider, Local Government, private sector, donors, civil society organisations.
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| **Knowledge, Experience and Other Requirements** | * A Bachelor of Commerce Degree (with accounting) or Bachelor of Business Administration (with strong accounting), or its equivalent.
* Professional qualifications CPA/ ACCA (at least must be on the final level)
* Three years of Finance and administration work experience and logistics, particularly on donor-funded projects
* Familiarity with donor project management policies, procedures and requirements.
* Strong ability to quickly assemble knowledge of program management.
* Strong interpersonal skills and ability to work in teams.
* Ability to effectively use MS office suite.
* Experience in preparation and presentation of reports.
* High level of integrity and high standards of personal conduct;
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*All candidates offered a job with Self Help Africa will be expected to sign our* [*Safeguarding Policies*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf) *and* [*Code of Conduct*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) *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/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunities employer**