



JOB DESCRIPTION

Job ID:	97917
Job Title:	Programme Finance Accountant
Company:	Gorta T/A Self Help Africa (SHA)
Department:	Finance
Location:	Dublin, Ireland
Contract type:	2-year fixed term
Hours:	Full time, 37.5 hours per week, Monday to Friday
Reports to:	International Finance Lead
Salary:	€55,000-€61,000
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. Our current five-year organisation strategy, defines our 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 three core values are: Community: We are inclusive, honest and have integrity in our relationships. Impact: We are accountable, ambitious and committed to systemic change. Innovation: We are agile, creative and enterprising in an ever-changing World
Job Purpose:	The Programme Finance Accountant will provide financial oversight and support to a number of countries. The post holder will also work with the Global Finance Team to improve the quality of systems of financial control and reporting in the country offices while capacity building local finance staff in the performance of their responsibilities.

Key Responsibilities:	The key responsibilities for this role are: • Assist with review of management accounts, in conjunction with relevant Programme Staff. • Perform review of cash requests from country offices. • Review all financial reporting to donors and approve as required. • Assist in preparation of proposal budgets ensuring cost recovery guidelines and donor rules are adhered to. • Assist in the preparation of the annual country budgets. • Assist with Year End procedures and preparation for audit. • Review donor contracts in conjunction with other departments • Support and train country office finance staff in areas such as: a) Preparation of management accounts b) Filing systems & documentation c) Year End procedures and preparation for audit d) Compliance with the Organisation's procedures & policies e) Compliance with donor procedures & policies f) Use of IRIS (accounting system) and Salesforce (CRM system). g) Donor reporting. h) Contract reviews and donor compliance • Assist in the development of finance functions within Salesforce. • Provide ad hoc assistance as required.
Key Relationships:	Internal: • International Finance Lead. • Financial Controller. • Head of Global Finance and ICT. • Finance department staff. • Heads of Finance and Administration in countries of operation. • Programme team, HQ and country office staff. External: • Auditors. • Donors.
Knowledge, Experience and Other Requirements	Essential • Internationally recognised accounting qualification (CA, ACA, CIMA, CPA). • Strong technical skills and up to date knowledge of generally accepted accounting principles. • Experience in project accounting, planning, budgeting and writing financial reports. • Experience in audit, cost control and financial decision making. • Excellent communication skills, both written and oral. • Strong analytical and problem-solving skills. • Ability to interpret financial data. • Excellent presentation and reporting skills (Excel, PowerPoint and Word). • Ability and willingness to travel overseas. • Ability to maintain good working relationships in a multi-cultural environment.



	Desirable • Experience with IRIS Financials or similar accounting packages. • Experience of using Salesforce. • Working knowledge of French. • Experience of working with and accounting for donor funds, such as, EU, FCDO, Irish Aid etc. • Experience of working in the INGO/Charity sector.
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All candidates offered a job with Self Help Africa will be expected to sign our 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/DBS/ [relevant police authority] vetting.

Self Help Africa strives to be an equal opportunities employer.