



JOB DESCRIPTION

JD Unique ID	100346
Job Title	Head of Finance and Administration
Company/Employer	Self Help Africa
Location	Lusaka
Contract type	Fixed term contract, full-time (renewable)
Period	2 years
Reports to	Country Director
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-changing World. ▪ Community: We are inclusive, honest and have integrity in our relationships.
Self Help Africa - Zambia	SHA has been working in Zambia since 1987, implementing community-based development interventions. We work with smallholder farmers, farmer associations, cooperatives, agribusinesses, and local governments to help farmers grow and sell more food, improve diets, diversify incomes, and make their livelihoods more sustainable and resilient to external shocks. We work with Micro, Small and Medium Enterprises, supporting the growth of inclusive, profitable and sustainable businesses models that



	provide services and decent employment opportunities for community members.
Job Purpose	The Head of Finance and Administration (HOFA) under the supervision of the Country Director and Global Programme Finance team, will provide oversight and leadership for the efficient and effective operations of the finance and compliance functions of the Zambia Country Office programmes. S/he will be responsible for all financial oversight in the country programmes, including accounting, payments and banking, budgeting, financial reporting, grant financial management and compliance, while ensuring the technical capacity building of the finance and programmes teams. The role will be directly responsible for the implementation and overall management of financial systems and controls, accountable for assessing, monitoring and mitigating both internal and external risks across the Country Programme and providing effective guidance for the quality of management oversight on key functions within the Country Programme. These include day to day financial management (including monitoring and review of transaction recording/posting to accounting software and adhere to internal controls, financial reporting (internal/external), cash/bank management, budget administration, staff capacity building and any other related matters in country. The post holder will also develop high quality approaches and systems, work closely with programme leads and other country management staff to ensure effective monitoring and response to external risks associated with compliance with policy and regulations and statutory requirements and collaborate with teams across the country programmes and at the Global level. The HOFA is a key part of the country management team of the Country Programme and under the overall leadership of the Country Director plays a key role in the overall achievement of the country programme goals. At country level, the role will liaise with and provide direct support to Country Management Team (CMT), budget holders, procurement team, auditors, and partners.
Key Responsibilities	Strategic Leadership, Cash flow Management and Effective Administration: Develop the overall strategic plan and Standard of Operations for the country finance function, in collaboration with the Country Management and Global Finance teams.

- Lead the implementation of SHA's financial procedures in-country to ensure monthly standard accounting submissions from the respective field offices, including account reconciliations, financial analysis of month end transactions by award for accurate coding, as well as other financial analysis and information in a timely and accurate manner.
- Provide monthly management reports to the Country Director, Global Finance Office, Programme Managers and the senior management teams including expenditures by fund/project, income and expenditure account, cost analysis reports, and other financial information, in a timely and accurate manner.
- Monitor and analyse grant budgets and spending, and in coordination with programme/project managers, initiate and prepare required budget realignments.
- In conjunction with country office Programme Management, ensure effective management of Country office and project budgets - identify potential under or over-spends and liaise with country office Programme Management/Project Managers, Country Director, global office, and donors as appropriate.
- Preparation of the Country Programme annual budgets (in liaison with country office programme management and Country Director) for submission to global office/donors.
- Support in developing and appraising financial aspects of project proposals for submission to global office and donors.
- 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 along with budget variance analysis and explanations.
- Preparation of the year-end audit file and financial statements, arranging and ensuring the timely completion of the year end audit (accounting year end -31 December). Submission to the global office for approval.
- Review and approve payment documentation, ensuring amounts are in line with agreed budgets, authority levels, internal control procedures and donor requirements are adhered to, and timely payments are made to suppliers, partners, and beneficiaries.
- Lead the country programme administration including HR operations, asset and facility management and manage cash flow forecasting.

Compliance and Risk Assessment:

- In conjunction with the finance team and country office management, 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. • Review of monthly payroll to ensure that all relevant personnel information is up to date and local compliance with statutory and other legal requirements. Ensure local compliance with employee tax deductions and that all relevant statutory deductions are employee's salaries and paid to appropriate authorities. • Be responsible for assessing, monitoring and mitigating both internal and external risks across the Country Programme; and providing effective oversight to the quality of management on key functions within the Country Programme. • Work closely with department leads and other management staff to ensure effective monitoring and response to external risks associated with compliance with policy and regulations, statutory requirements, in collaboration with teams across the country programme and global team. • Ensure that high quality, effective systems are in place to monitor and respond to internal risks, associated with but not limited to: partnerships and local NGO relationships, relationship with public institutions, compliance with SHA policy and regulation, which includes safeguarding, fraud, corruption and conflict of interest. • Provide guidance, training, and consultation on compliance with SHA financial policies and procedures as well as donor compliance requirements to the country team. • Identify efficient and effective solutions to issues while ensuring compliance with SHA policies and donor regulations, • Perform follow-up and resolutions for internal and external audit recommendations to improve or enhance the internal control environment. • Prevent and mitigate potential financial risks of the project. Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA's zero-tolerance approach to fraud, bribery and corruption. • Ensure compliance with security procedures and policies as determined by country leadership. Partnership Management, Capacity Building and Skill Sharing: • Work with consortium partnerships and technical staff to organise capacity and risk assessments for partners. • Work in collaboration with operations, finance and programme staff to manage consortium partners.
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- Liaise with consortium partners for timely submission of accurate financial reports.
- Review financial reports submitted by partners and provide immediate feedback as necessary.
- Carry out follow up visits to relevant partners in order to develop a capacity building plan with specific action points.
- Conduct training for consortium partners finance staff.
- Ensure that all partners submit their financial reports in a timely fashion and funds are transferred to partners without delay.
- Coordinate financial monitoring and field visits to ensure that SHA requirements are being followed by partners.
- Ensure budgets and other operational policy and procedures are respected by partners.
- Lead the development and implementation of a training programme for programme team to ensure staff development and minimise SHA's exposure to risk.
- Support the development of a capacity building plan for programme finance staff to be capacitated to function effectively.
- Oversee training and technical support to the programme, operations and administrative staff for skills improvement in the areas of accounting, reporting and internal control.
- Manage programme finance staff activities and schedules to meet the financial reporting requirements and deadlines specified by the Global Head Office and the donor.

Financial Reporting, Internal Controls & Audit management:

- Ensure that all policies and procedures follow SHA and donor policies, procedures, and requirements.
- Closely monitor all financial activities and keep the management advised of all situations which have the potential for a negative impact on internal controls or financial performance.
- Support the annual audit process.
- Develop field visit schedules and perform country internal controls assessments, and initiate actions necessary to correct internal control weaknesses.
- Maintain current knowledge of national government requirements related to financial matters and ensure compliance with tax regulations and other legal requirements.

Team Management and Safeguarding

- Lead a diverse team of direct and indirect reports in the field offices and conduct timely performance planning; establish performance

	expectations with team members, provide regular constructive feedback on team members' performance and conduct performance reviews in a collaborative manner. • Create a sustainable work environment of mutual respect that attracts motivated, skilled and effective team members and enables them individually and collectively to strive to achieve excellence. • Provide team members with information, tools and other resources to improve performance and reach objectives. • Support the continual growth and professional development of all line-managed staff, ensuring that appropriate support and development mechanisms are in place. • Promote accountability, communicate expectations and provide constructive feedback via regular performance reviews. • Manage any inter-personal conflicts that may arise between different team members. • Addresses the immediate safety of the child or adult and ensures that a safeguarding plan is put in place immediately when the risk of abuse is high. • Demonstrate experience in and commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities. Transparency, Compliance and safeguarding • Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA's zero-tolerance approach to fraud, bribery and corruption. • Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities. • Provide support to establish feedback, complaints and response mechanism across communities of implementation to ensure programmatic and operational decisions are informed by local perspectives and priorities and contribute to the protection of programme participants at the LGA level. Accountability In line with Self Help Africa's commitments under the Core Humanitarian Standard (CHS), the job holder will: • actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
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	• work with relevant colleagues to ensure that the Community Feedback and Response Mechanism (CFRM) is functional and accessible, that feedback and complaints are welcomed and addressed. • Work with relevant colleagues to ensure that information about CFRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities
Key Relationships	Internal: Procurement, Programme, Monitoring, Evaluation & Learning, Global Office Programme Finance Team, Finance & Admin, HR & Admin, Security and Communications teams. External: Consortium partners finance teams, donor etc
Knowledge, Experience and Other Requirements	Education and other qualifications: • Full ACCA, CIMA, ZICA Chartered Accountancy or equivalent qualification. • At least 5 years' experience working at Senior Managerial level with NGOs in development work, • Extensive experience in working with computerized accounting systems and standard spreadsheet • Valid driving licence • Strong technical skills and up to date knowledge of Generally Accepted Accounting Principles, including management of the general ledger, journal entries, payroll, payables and balance sheet. • 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, 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. • Experience in the preparation of year-end financial statements and managing annual external audits. • Experience of managing, training and supporting staff. • Experience working with partner organisations, undertaking risk assessments, internal audits and/or assessing internal controls. • Willingness to travel nationally and internationally when required. • Effective verbal and written communication, multi-tasking, organisational and prioritization skills. • Ability to carry out responsibilities independently with minimal support from within the programme organisation.



- Experience coordinating and leading sub-grant partners and working with multiple partners.
- Experience in development of high standard financial reports.
- Experience working with culturally diverse teams.

Skills:

- Financial Accounting
- Donor Reporting
- Expenditure Verification
- Project management
- Excellent leadership and coordination skills (and ability to coordinate several tasks at once and managing priorities)
- Effective communication, problem solving and decision-making skills and diplomacy in communication
- Respect for cultural diversity and gender sensitivity
- Team leadership and mentoring
- Flexible work attitude, proactive and demonstrated creativity
- Communication, networking, facilitation and teamwork.
- Organisational development
- Reporting and documentation
- Honest, encourages openness and transparency; demonstrates highest levels of integrity.
- Understands the legal, professional, and ethical responsibilities around information sharing.
- Commitment to SHA's mission and values.
- Safeguarding (child protection, PSEA, GBV prevention & response).

Desirable

- Women are strongly advised to apply.
- Gender and intercultural sensitivity.
- Positive outlook and team spirit.
- Adaptable and responsive disposition relative to the demands of the task.

Language Requirements:

Excellent written and oral proficiency in English language is required and relevant local language competency is an added advantage.

Application Procedure:



Fill and send the attached Self Help Africa form and send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on the website.

The deadline for this application is **26 October 2026**. You are advised to apply early, as applications will be treated on roll-in basis. Only shortlisted candidates will be contacted.

Self Help Africa is an international development charity, and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the [Code of Conduct](#) and [Child and Adult Safeguarding Policy](#), inside and outside of work hours. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa may include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms her/his understanding of these recruitment procedures.

Research shows that women and those from marginalised ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you're excited about this role but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

Self Help Africa strives to be an equal opportunities employer