JOB DESCRIPTION

JD Unique ID:	101732
Job Title:	Head of Global Finance
Company:	Gorta T/A Self Help Africa (SHA)
Location:	Dublin, Ireland (Hybrid working arrangements)
Contract type:	Permanent
Hours:	Full-time, 37.5 hours per week, Monday to Friday
Reports to:	CEO
Salary Range:	€80,000 - €95,000
Organisation overview:	**About Self Help Africa** Self Help Africa (SHA) is an international development organisation that works through agriculture and Agri-enterprise development to end hunger and extreme poverty. 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:	This is a high-impact executive leadership opportunity for a qualified finance professional who thrives in a complex, fast paced and stakeholder-rich environment. This is a key role which will provide leadership and oversight of the group global finance. As a member of the senior leadership team, they will lead on all aspects of managing and accountability of the Finance Standards of SHA. The Head of Global Finance will have the following direct reports: 1. Interim International Finance Manager (IFM) 2. Interim HQ Finance Manager (HFM)
	Strategy and Engagement • Lead the finance team, in particular in ensuring Finance KPIs are completed, reported on and aligned to the strategic plan • Participate in strategy planning, strategy review and other strategic projects as needed • Ensure quality financial is presented and articulated to senior management, subcommittees and boards to enable informed, effective and efficient decision making • Represent SHA from a finance aspect with donors and other stakeholders where required • Engage with relevant regulatory and coordination bodies as necessary ***International Finance Management***

	• Support the IFM on the management of country programmes financial management • Support international programmes directorate colleagues in the strategic resource planning for the delivery of programmes • Review Country Financial Information incorporated in global reports and budgets ***HQ Finance Operations*** • Ensure timely and accurate financial reporting, external audit compliance, and robust internal controls • Lead the group annual budgeting process • Oversee group cashflow forecasting and management, ensuring sufficient liquidity to meet operational and programme commitments and proactively addressing funding gaps • Support the HFM on the management of HQ finances • Oversee and manage bank payment and approval processes • Manage the treasury and investment activity • Ensure that a systemised approach is in place for pre-finance and cash management • Oversee the completion of the annual insurance renewal. • Oversee and manage the budget for administration for SHA and UP in the UK. ***Reporting, Governance & Year-end Oversight*** Review, approve and sign off on: • Monthly Group Management Reports • Group Annual Budget and Budget Revisions • Year-End Group Financial Statements • Report on the Monthly Management accounts to the Senior Leadership Team • Report on the quarterly accounts to Boards and Sub-committees • Key liaison and support for external auditors at each year-end • Coordinate the completion of the Annual Financial Statements • Coordinate and manage the Finance and Fundraising Committee meetings in conjunction with the Chief Operations Officer ***Systems & Procedures*** • Ensure up to date financial policies and procedures are in place and reviewed regularly • Drive continuous process improvements in the Global finance function • Lead the Finance team in risk mapping and management exercises • Ensure Finance systems and processes are effective and efficient • Approval of donor budgets where required • Participating in the decision to apply for donor funding where required • Approve procurement waivers where required

Key Relationships:	**Internal** • CEO & Senior Leadership Team • Board of Directors and subcommittees • Country Directors • Governance & Internal Audit function **External** • Statutory auditors • Bankers • Charity Regulatory Bodies • Key institutional donors • Revenue authorities
Knowledge, Experience and Other Requirements	**Essential** • Professional accounting qualification (ACA, ACCA, CIMA, CPA) • Significant senior-level finance leadership experience • Strong understanding of financial management, accounting standards, governance, and regulatory frameworks • Experience managing large-scale financial operations and reporting requirements • Demonstrated success in leading and developing high-performing teams • Advanced analytical and problem-solving capabilities • Ability to balance strategic leadership with operational delivery, adopting a hands-on approach when needed • High level of initiative, motivation, commitment and professionalism • Excellent verbal, analytical, organisational and written skills • Demonstrated success in leading and developing high-performing teams **Desirable** • Experience leading restructures, managing aid reductions and advising boards through complex strategic decisions • Hands-on experience of systems implementation would be an advantage • Financial experience in the not-for-profit sector desirable but not essential • Empathy with the work of a humanitarian organisation

*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. 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 will 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. Subsequently, working or volunteering with Self Help Africa is subject to a range of vetting checks, including **criminal** background checking.*

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 is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.