**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JD Unique ID:** |  |
| **Job Title:** | Programme Finance Accountant |
| **Company:** | Self Help Africa  |
| **Location:** | Flexible working location in Ireland or UK |
| **Contract type:** | Permanent |
| **Hours:** | Full time 37.5 hours per week, Monday to Friday |
| **Reports to:** | GlobalProgramme Finance Coordinator |
| **Organisation overview:** | In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.This merger doubled our size and reach – and means that in 2023 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and CUMO Microfinance. In 2023 our work will reach more than six million people and invest in the region of €50m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation and hygiene. This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle the global challenges in progressive and innovative ways. |
| **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.
* Support and train country office finance staff in areas such as:
	+ 1. Preparation of management accounts
		2. Filing systems & documentation
		3. Year End procedures and preparation for audit
		4. Compliance with the Organisation’s procedures & policies
		5. Compliance with donor procedures & policies
		6. Use of IRIS (accounting system) and Salesforce (CRM system).
		7. Donor reporting.
* Assist in the development of finance functions within Salesforce.
* Provide ad hoc assistance as required.
 |
| **Key Relationships:** | **Internal*** Global Programme Finance Coordinator.
* Group Finance Director.
* Financial Controller.
* 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 USAID, EU, DFID, Irish Aid.
* Experience of working in the INGO/Charity sector.
 |

*All candidates offered a job with Self Help Africa/United Purpose 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/United Purpose strive to be an equal opportunities employer.**