**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | Finance & Administration Assistant |
| **Company:** | Self Help Africa |
| **Location:** | Dublin |
| **Contract type:** | Permanent |
| **Hours:** | Full time |
| **Reports to:** | Management Accountant |
| **Organisation overview:** | **About Self Help Africa & United Purpose**  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 2022 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 2022 our work will reach more than six million people and invest upwards of €45m 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 purpose of this role is to facilitate the day-to-day finance of Self Help Africa. This is a varied role requiring good organisation and multi-tasking skills, as well as excellent interpersonal skills and experience. This is an entry level position within the Finance department. |
| **Key Responsibilities:** | **Accounts Payable**   * Assist the Management Accountant in all aspects of the day-to-day accounting function of Self Help Africa Ireland and UK, including budgets, management accountants, cash flow management, payroll, tax and audit. * Process all financial transactions in the accounting software. * Reconciliation of all bank and cash accounts on a monthly basis. * Maintain creditors’ ledger using accounting software. Arranging for the payment of suppliers and recording of payments into the financial software. * Reconcile monthly income for SHA UK between nominal ledger and various income sources including Salesforce. * Provide ad hoc support to the Management Accountant, Financial Controller and Finance Director as required. * This role will require the incumbent to provide as hoc administration assistance as required.   **Staff Expenses**   * Posting of staff expenses and ensuring all receipts are provided.   **Quarter End Accounts Procedures**   * Assist with the annual external audit process |
| **Key Relationships:** | **Internal**   * Finance Team, in particular the Management Accountant and Financial Controller. * Self Help Africa’s staff team across Ireland and UK   **External**   * External stakeholders, auditors, suppliers and supports |
| **Knowledge, Experience and Other Requirements** | **Essential** • Accounting Technician or part qualified in an internationally recognised Accounting Qualification (ACCA, CIMA, CPA) • Minimum of 2 years’ experience working in a finance or bookkeeping role essential • Ability to manage varied tasks simultaneously, working effectively as a team member and on own initiative • Excellent written and verbal communication skills and professional telephone manner • Good knowledge of MS Office suite • Working knowledge of accounting software packages • Knowledge of database systems • Ability to be discreet and discern when confidentiality is required  **Desirable** • Experience working in the NGO sector an advantage, but not essential. |

*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.**