**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | Head of Finance & Compliance |
| **Company:** | Gorta T/A Self Help Africa (SHA) |
| **Location:** | Dublin, Ireland (Hybrid working arrangements) |
| **Contract type:** | Permanent |
| **Hours:** | 37.5 hours per week, Monday to Friday |
| **Reports to:** | Director of Business Services |
| **Organisation overview:** | **About Self Help Africa** Self Help Africa is an international development organisation that works through agriculture and Agri-enterprise development to end hunger and extreme poverty. In 2021, Self Help Africa merged with United Purpose, doubling our size. The organisation works in 15 programme countries in Africa, Asia and Latin America and its 2023 budget is in excess of €50m.In early 2023 we launched a new five-year organisation strategy, which definesshared mission as the alleviation of hunger, poverty, social inequality and theimpact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, cleanwater, 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, TruTrade, an innovative trading platform in East Africa, and CUMO, Malawi’s largest micro-financeprovider.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:** | As Self Help Africa moves forward with its new strategy, the Head of Finance and Compliance (HFC) will play a key role in the successful delivery of our strategic objectives. This is a key role which will provide leadership and oversight of the Global Finance and Compliance team. As a member of the global leaders team, they will lead on all aspects of managing and accountability of the Finance and Compliance & Standards functions of SHA. The HFC will have the following direct reports:1. International Finance Manager (IFM)
2. Global Financial Reporting Manager (GFRM)
3. Finance Transformation Manager (FTM)
4. Risk & Compliance Manager (RCM)
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|  | ***Strategy and Engagement**** Lead the finance & compliance team, in particular in ensuring Finance & Compliance 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 and compliance information 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 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
* Sign off on country cash requests and inter-country recharges

***Operations**** Approve Bank payments and bank transfers in HQ
* Ensure all Bank Mandates and online users in HQ are up to date and signed off by the board appropriately
* Responsible for the administration of online banking

***Reporting & Year-end Oversight*** * Review, approve and sign off on:
1. Monthly Group Management Accounts
2. Group Annual Budget and Budget Revisions
3. Year-End Group Financial Statements
* Report on the Monthly Management Accounts to the Senior Leadership Team
* Report on the quarterly accounts to Boards and Subcommittees
* Report on financial matters at the Global Leadership Forum
* Key liaison and support for external auditors at each year-end
* Coordinate the completion of the Annual Financial Statements

***Systems & Procedures*** * Ensure up to date financial policies and procedures are in place and reviewed regularly
* Ensure that a systemised approach is in place for pre finance and cash management
* Support the Finance Transformation Manager in assessing and the implementation of an appropriate ERP system
* Drive continuous process improvements in the Global finance function
* Lead the Finance and Compliance team in risk mapping and management exercises
* Ensure Finance Processes are effective and efficient

***Compliance & Standards**** Approval of donor budgets where required
* Participating in the decision to apply for donor funding where required
* Support the Compliance function in ensuring donor contracts are reviewed and complied with
* Support the investigation process in order to ensure timely, effective and a fair process is in place
* Provide summaries and recommendations from the Wrongdoing log for the Senior Leadership team and Board
* Act as the Finance Team liaison with Internal Audit service provider
* Manage the completion of regulatory & statutory returns
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| **Key Relationships:** | **Internal*** CEO & Senior Leadership Team
* Global Leaders Team
* Board of Directors and subcommittees
* Regional Directors and Country Directors
* Governance & Internal Audit function

**External*** Statutory auditors
* Bankers
* Charity Regulatory Bodies
* Key institutional donors
* Revenue authorities
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| **Knowledge, Experience and Other Requirements** | **Essential*** Accounting Qualification (ACA, ACCA, CIMA, CPA)
* 5+ years at a senior finance level
* Up to date knowledge of current financial and accounting computer applications
* High level of initiative, motivation, commitment and professionalism
* Excellent verbal, analytical, organisational and written skills
* Solid leader with proven people management skills.
* Strong communication skills
* Leading teams through transformation

**Desirable** * 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.
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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.**