**JOB DESCRIPTION**

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| **Job Title:** | Finance & Administration Assistant |
| **Company:** | Self Help Africa (SHA) |
| **Location:** | Ireland or UK |
| **Contract type:** | Three Year Fixed Term Contract, full time |
| **Reports to:** | Senior Financial Accountant |
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| **Organisation overview:** | **About United Purpose/Self Help Africa**  United Purpose are part of the Gorta T/A Self Help Africa group and are international development organisations that work through agriculture and agri-enterprise development to end hunger and extreme poverty. The organisation has programmes in 15 countries in Africa, Asia and Latin America.  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, TruTrade, an innovative trading platform in East Africa, 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. |
| **Job Purpose:** | The finance and admin assistant will be part of the global finance team and they will support the Senior Financial Accountant on a day-to-day basis to facilitate the finance operations in United Purpose (UP). This is a varied role requiring good organisation and multi-tasking skills, as well as excellent interpersonal skills and experience. |
| **Key Responsibilities:** | * Assist the Senior Financial Accountant in all aspects of the day-to-day accounting function of United Purpose (UP), including budgets, management accountants, cash flow management, payroll, tax and audit. * Process all financial transactions in the accounting software, ensuring all transactions are appropriately authorised and supporting documentation completed, scanned and filed. * Reconcile all bank accounts including company credit card and petty cash. * Manage the monthly payroll process end to end. * Process all income for our partner charity, Village Aid. * Process cheque and direct transfer payments, cash and cheque deposits and expenses claims. * Manage the monthly payroll end to end process. * Village Aid and Concern Limited statutory accounts preparation and being point of contact for providing audit evidence. * Raise international payments to country programmes and suppliers on behalf of country programmes. * Request indicative Fx rates via our intermediary bank (INTL) to buy or sell currency. * Provide ad hoc support to the Senior Financial Accountant and Head of Finance and Compliance as required. * This role will require the incumbent to provide as hoc administration assistance as required. |
| **Key Relationships:** | **Internal**   * Director of Business Services * Head of Finance & Compliance * Senior Financial Accountant * Global Finance Team * People & Culture Team * IT Team * Regional Directors and Country Directors * Self Help Africa’s staff across Ireland and UK   **External**   * Statutory auditors * Banking institutions * Suppliers |
| **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 Suppliers. * 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. * 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 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 is an equal opportunities employer.**