

***Join Our Team***

**Advert for Project Accountant**

**Background**

Self Help Africa (SHA - formerly United Purpose) Malawi is an international non-governmental organisation working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy and gender equality programmes reaching over 1,000,000 people a year across Malawi. Globally, we work in nine countries across Africa, Asia and South America, however our Malawi programme is by far and away our largest and most established country programme. SHA currently operates in 17 districts in Malawi, supporting 24 on-going projects. This is an exciting time to join us as we seek to tackle the global challenges in progressive and innovative ways.

**Job purpose**

Reporting to the Financial Controller and working closely with Project Managers and Program Managers, The Senior Project Accountant is responsible for the maintenance of timely, accurate, up to date and easily accessible financial information and the provision of training and mentoring to project staff (non-finance staff) on finance and related matters.

**Key responsibilities and duties**

**Financial data management and reporting.**

* Read, understand and keep abreast of donor contracts and guidelines to ably guide Project team in interpretation and compliance of donor policies and procedures on budgeting, expenditures and reporting
* Review financial data for accuracy, completeness, and integrity to ensure its in line with SHA and donor policies and procedures.
* Prepare timely and accurate internal and donor financial reports in line with narrative reports, generally accepted accounting practices but also donor requirements to ensure effective project financial management.
* Prepare monthly management accounts for Project managers and SMT’s review
* Take initiative to investigate all project variances on budget variance reports (for assigned projects) and liaise with project managers on timely remedial action to ensure acceptable maximum budget utilization.
* Assist in the uploading and posting of transactions in the Accounting System on daily basis
* Ensure well labelled files are maintained for project payment vouchers, liquidations, journals, invoices, receipts.
* In conjunction with project managers update the Financial Controller and HRA Manager with any information regarding staff grade, funding percentages and salary changes.
* Support project managers with project narratives in relation to expenditure, financial risks and overall project’s risk management.
* Review, reconcile and update project asset listing, stock listing and verify to physical assets and stocks respectively.
* Implementation and provide oversight of all system, policies and procedures to ensure efficient project implementation, compliance to SHA and donor policies and procedures; reporting to management on any findings and areas of improvement.
* Monitor the cash and bank balances to avoid projects bank accounts running out of resources.
* Periodically conduct field visits to project sites to familiarize oneself with project activities but also confirm expenditure and provide finance induction, on- site support to staff, partners where necessary in all aspects related to accounting, finance and budget

**Month end procedures.**

* Monthly prepare timely and accurate bank reconciliations of the assigned bank accounts, monthly Project Financial Monitoring Reports; posting accounting transactions; preparing source documents and ensuring that all invoices are accurate and relevant documents for audit are in place; checking and following up liquidations.
* Monthly review and reconciles all assigned balance sheet accounts and their items, investigate to clear all long outstanding items, raise the necessary journals, and ensure amounts in balance sheet accounts are correct and well supported.
* Assist the Financial Controller with all other month end procedures..

**Cash flow management.**

* Facilitate sale of forex to replenish operating accounts; ensuring the sale is at a competitive rate.
* In accordance with SHA’s Finance Policy, calculate monthly conversion rate of all foreign currency transactions to facilitate smooth reconciliations..
* Prepare and consolidate where necessary the cash forecasts.

**Staff capacity building.**

* Provide finance induction to staff in all aspects related to SHA’s accounting policies and procedures as well as donors’ requirements.
* Work with project staff to prepare project close out and participate in project close out meetings

**Other**

* Support Project Managers in developing and consolidating donor and SHA’s annual budgets.
* Facilitate internal and external audit processes in relation to the project and ensure audit requirements are monitored throughout the project; work with the Project Managers to ensure that audit recommendations are implemented
* Uphold and promote SHA’s safeguarding policy

**Person specification:**

* Minimum of Degree in the field of Accounting
* 5 years’ experience working with a development or humanitarian organization.
* High levels of integrity, honesty, but also a quick learner
* Good computer skills with ability to work with spreadsheets, accounting software packages
* Attention to detail and problem- solving skills

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form, downloadable on <https://gsha.box.com/v/applicationform>. The completed application form should be uploaded together with the **Cover letter, Curriculum Vitae and Copies Certificates** saved in your name to;

<https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD000009ZXP3%20-%20Advert%20for%20Project%20Accountant%20(56029>

No hard copies / physical applications will be accepted. **Please note zipped Folder will not be accessed.**

**Closing date for the receipt of completed application forms is 12:00 Midnight of 29th February, 2024** Only short-listed candidates will be contacted.

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

**SHA is an equal opportunity employer.**