



JOB DESCRIPTION

JD Unique ID:	60535
Job Title:	Finance and Administration Assistant
Company:	Self Help Africa
Location:	Cross River and Benue (2 Positions)
Contract type:	Local Recruitment, Fixed-term contract
Period	1-year, renewable, based on funding availability.
Reports to:	Country Finance Manager
Organisation overview:	<p>About Self Help Africa</p> <p>Self Help Africa (SHA) is an international development organisation headquartered in Dublin, Ireland and dedicated to the vision of ‘<i>Sustainable livelihoods and healthy lives for all in a changing climate</i>’. We have almost 50 years of experience working in Africa, including 25 years in Nigeria (as United Purpose and Concern Universal).</p> <p>In 2021, Self Help Africa merged with United Purpose (UP), doubling our size. The organisation now works in 17 programme countries. 15 of these are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our programmes in the two countries where we are working outside of Africa.</p> <p>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.</p> <p>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.</p> <p>Our three core values are:</p> <ul style="list-style-type: none"> ▪ 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 Administration Officer (FAO) will be responsible for the implementation of general finance, Logistics and Administration functions for Self Help Africa Nigeria Country Office and Projects. S/he will work in close collaboration with SHA’s Country Finance Manager and the Project Managers to achieve the operational objectives and goals of the Project. The successful candidate will also be responsible for managing SHA assets and drivers assigned to the field location.



	<p>S/he will support the day-to-day financial operations of projects including bookkeeping, verification of transaction documents and ensuring that all daily financial transactions are conducted in line with established guidelines. S/he will work as part of the finance team and be responsible for providing financial assistance to programme field staff. S/he will be responsible for maintaining accurate financial records of the project, effective control systems, and producing a proper financial database.</p>
Key Responsibilities:	<p>Finance Function</p> <ul style="list-style-type: none"> • Responsible for providing financial guidelines to the project team, ensuring that SHA as well as donor financial procedures are being followed. • Review all the financial submissions from Core/the project team (travel advances, out-of-pocket expenditure claims, mileage claims, and retirements) ensuring that they are in line with budget and project objectives. • Obtain authorisation for financial submissions, upload all payment requests on the electronic platform, and enter all payment information into the ledger. • Conduct a first-level review of Core and project activity budget to ensure that they are in line with objectives and available budget. • Ensure that transactions are fully supported, approved, and properly filed and that the operations conform to the requirements of SHA and projects as per the project proposal document. • Ensure that monthly bank reconciliations are completed on a timely basis and that the final reconciliation is reviewed and submitted to the Country Finance Manager. • Manage the finance activities and schedules to meet the financial reporting requirements and deadlines specified by donors and SHA. • Work closely with the SHA Country finance team in the organisation and complete external audits and implement actions necessary to correct internal control weaknesses. • Support the Country Finance Manager to improve existing financial systems in line with best practice. • Assist with any other project financial-related work as may be required for the effective running of the SURWIN, RWE Enterprise Accelerator and Abatement SLCPs Projects. <p>Administrative/ Logistics Functions</p> <ul style="list-style-type: none"> • Support project administration whenever requested by the project team and day-to-day running of the Abuja Office. • Oversee and support the Project driver in conducting his duties. • Ensure that SHA complies with Cross River State Internal Revenue Service and FCT IRS obligations, making sure that PAYE tax is remitted promptly. • Maintain updated records of office and project assets. • Support the procurement of project and office materials.
Key Relationships:	<p>Internal: Country Finance Manager, SURWIN Team, Programme, MEAL, Operations, Finance & Compliance and Security teams.</p>



Knowledge, Experience and Other Requirements	<p>Education and other qualifications:</p> <ul style="list-style-type: none"> • A Bachelor's degree in accounting, Business Administration, Commerce or Finance or a recognized professional certificate in accounting such as CPA, or ACCA. A master's degree with a Finance concentration will be an added advantage. • Skills in ICT operation, and proficiency in using MS Office. • Excellent coordination skills. • Effective communication, problem-solving and decision-making skills. • Respect for cultural diversity and gender sensitivity. • Ability to work under pressure. <p>Experience</p> <ul style="list-style-type: none"> • At least 3 years of project finance-related experience in an international organisation. • Experience in the development cooperation sector will be an added advantage. • Extensive experience in working with computerized accounting systems and standard spreadsheets. • Experience in working with culturally diverse teams. <p>Desirables</p> <ul style="list-style-type: none"> • Flexible work attitude, proactive and demonstrated creativity: the ability to work productively in a team environment and the ability to problem solve creatively with minimal guidance. • Must seek to identify and communicate potential problems and propose solutions to the level of management appropriate to effect solutions. • Ability to carry out responsibilities independently with minimal technical support from within the program organization. • Must be a patient and good communicator who can function in an organizational environment involving a diversity of cultures, languages, and personal interests and agendas. Good at the role of facilitator and team player in solving problems. <p>Skills:</p> <ul style="list-style-type: none"> • Financial Accounting • Donor Reporting • Expenditure Verification <p>Language Requirements: Written and oral proficiency in English and relevant local language is required.</p>
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Application Procedure:

Fill and send the attached Self Help Africa application form and also send your cover letter and CV in a single document (of not more than **4 pages**) to the link provided on the website.

In the cover letter, please ensure to explain the following:

1. Why you are applying for the position
2. How do your skills and experiences meet the job's specification
3. When will you be able to take up the position if successful.



The deadline for this application is **5th April, 2024**. You are advised to apply early, as applications will be treated on rolling basis. Only shortlisted candidates will be contacted.

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.