**JOB DESCRIPTION**

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| **Job Title:** | Senior Financial Accountant (SFA) |
| **Company:** | Self Help Africa  |
| **Location:** | Hybrid working model – 2 days per week in the Dublin office  |
| **Contract type:** | Full time, Permanent  |
| **Reports to:** | Financial Controller |
| **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. The organisation has programmes in 15 countries in sub-Saharan Africa and also implements projects in Brazil and Bangladesh.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 innovativetrading 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 SFA is a key member of the Global finance team providing high quality financial information and supporting key business decisions across the organisation. The SFA ensure the efficient delivery of management accounts, have responsibility for monthly payroll, engage with and act as the main point of contact for local auditor and support on cash forecasting, budgeting, banking, and data analysis. The SFA will line manage the Accounts Payable team to ensure the accurate and effective delivery of payments.  |
| **Key Responsibilities:** | * Manage HQ financial accounting operations, including the posting of accounting transactions and the oversight of all month-end processes.
* Liaising with other departments on financial reporting requirements
* Ensure accurate quarterly management accounts are produced and HQ departments Budget & Actuals are reviewed.
* Manage intercompany balances and reconciliations.
* Manage monthly management accounts, forecasts, budgets, cashflow processes.
* Manage, present and advise on cashflow & treasury function and oversee bank reconciliations.
* Manage bank mandates and signatories, ensuring records are accurately maintained.
* Assist in the preparation of the annual activities & payroll budget.
* liaise with local auditors as required.
* Support on data analysis, preparation of Management Reports and board packs
* Oversee the monthly HQ payroll processing.
* Provide cover and other financial management support to the team as necessary.
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| **Key Relationships:** | **Internal*** Director of Business Services
* Head of Finance & Compliance
* Global Finance Team
* People & Culture Team
* IT Team
* Regional Directors and Country Directors

**External*** Statutory auditors
* Banking institutions
* Key institutional donors
* Regulatory bodies
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| **Knowledge, Experience and Other Requirements** | **Essential*** Accounting Qualification (ACA, ACCA, CIMA, CPA) with at least 3 years PQE
* Previous experience working in an INGO is a distinct advantage.
* High level of initiative, motivation, commitment, and professionalism
* Competent with MS Office with medium to advanced Excel ability
* Excellent verbal, analytical, organisational, and written skills
* Strong people management and communication skills.

**Desirable** * Hands-on experience of systems implementation would be an advantage.
* Financial experience in the not-for-profit sector desirable but not essential
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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.**