**JOB DESCRIPTION FOR FINANCE AND ADMINISTRATION ASSISTANT**

|  |  |
| --- | --- |
| **JD Unique ID:** |  |
| **Job Title:** | Finance & Administrative Assistant  |
| **Organisation:** | United Purpose |
| **Location:** | Chimoio, Manica Province |
| **Contract type:** | 1 Month Probation period, 1-year contract renewable |
| **Period:** | From June 2024 |
| **Reports to:** | Head of Finance  |
| **Organisation overview:** | In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.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 Kenya, and CUMO, Malawi’s largest micro-finance provider. |
| **Job Purpose:** | The Finance & Administrative Assistant will be responsible for driving the financial and administrative processes to efficiently manage office administration. This role involves generating reliable, transparent, and timely financial and administrative information required by SHA/UP to manage its resources and the funds entrusted by donors and partners, thereby ensuring ongoing confidence. |
| **Key Responsibilities:** | * Ensuring completeness of payment documentation.
* Coding and inputting invoices into Salesforce daily.
* Recording daily bank and petty cash transactions.
* Preparing monthly cash-flow control sheets
* Forecasting funds needed and coordinating with project coordinators for cash flow.
* Reviewing field budget activities for cost efficiency.
* Ensuring timely processing of transactions for month-end and quarter-end closes.
* Managing AP documents, travel advances, and procurements.
* Handling Salesforce tasks related to AP invoices.
* Administering vehicle fleet, fixed assets, and office equipment.
* Providing support in audits, liaising with auditors, and implementing audit recommendations.
* Responsible for correspondences, preparation of contracts and sending invitations.
* Undertaking other duties as assigned by the Project Manager and HOF.

**Program audits*** Provide support role in audits (internal and external) including preparation of documents for internal, external and donor audits), in the field office when necessary.
* Liaise with internal and external auditors on audit related issues.
* Facilitate auditors in performing on-site visits.
* Assist in providing management responses to audit reports and timely implements the audit recommendations.
 |
| **Key Relationships:** | **Internal** Interacts and works closely and on a regular basis with the Project Manager, Project officer, Finance Manager and Mozambique Country Office project and office staff.**External**Interacts as required with other stakeholders, in collaboration with the Project Executants as appropriate. |
| **Knowledge, Experience and Other Requirements** | * At least 5 years’ experience in accounting and finance in the field of international NGO´s or private sector.
* A university degree in Commerce, Accounting or Finance.
* Demonstrable skills in the development of finance and accounting policies, procedures and systems in the context of an international NGO,
* English and knowledge of local languages is an asset.
 |

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form. The completed application form should be uploaded, together with the Cover letter, Curriculum Vitae and Copies Certificates saved in your name, to through the portal accessible here.

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 4th June, 2024. Only short-listed candidates will be contacted.

For more information about the organisation, please visit our website at www.selfhelpafrica.net

This Job Description only serves as a guide for the position available and SHA/UP reserves the right to make necessary changes.

Qualified and selected candidates will be requested to submit to a criminal record check.

If you have any issue or queries you may email Ana.Alzira@United-Purpose.org and Uaite.Cuche@united-purpose.org.

Any candidate offered a job with Self Help Africa/ United Purpose will be expected to sign Self Help Africa’s 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