**JOB DESCRIPTION**

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| JD Unique ID: | 64113 |
| **Job Title:** | Finance and Administration Assistant |
| **Company:** | Self Help Africa |
| **Location:** | Abuja |
| **Contract type:** | Local Recruitment, Fixed-term contract |
| **Period** | 1-year, renewable, based on funding availability.  |
| **Reports to:** | Country Finance Manager |
| **Organisation overview:** | **About Self Help Africa** Self Help Africa (SHA) is an international development organisation headquartered in Dublin, Ireland and dedicated to the vision of ‘*Sustainable livelihoods and healthy lives for all in a changing climate’*. We have almost 50 years of experience working in Africa, including over 20 years in Nigeria (as United Purpose and Concern Universal).In 2021, Self Help Africa merged with United Purpose (UP), doubling our size. The organisation now works in 17 project countries. 15 of these are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our projects in the two countries where we are working outside of Africa.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-financeprovider.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-changingworld.▪ **Community:** We are inclusive, honest and have integrity in ourrelationships.To achieve our organisational mission, we work across numerous sectors, such as Agriculture, Climate & Environment, Enterprise, Energy, Nutrition, and WASH.  |
| **Job Purpose:** | SHA is partnering with the World Food Programme to implement the Strengthening Food Systems project. The project aims to strengthen food systems that promote increased value chain employment opportunities for the youth; sustaining and improving on-farm and off-farm job opportunities for 50,000 young women and young men engaged in the different nodes of sorghum, millet, soya bean, groundnut, and horticulture value chains. The project will focus on capacity building interventions for existing enterprises, using this as an avenue to create employment opportunities for youth and women in Kano State. |
| **Key Responsibilities:** | **Finance Function*** 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.
* Ensure that all processed transactions are duly posted to ledger before payment are made.
* Support the country office in attending to all audit requests during the year
* Responsible for filling and archiving all processed finance journals, supporting documents, and payment vouchers.
* Other responsibilities that might be assigned by the country finance manager.

**Administrative/ Logistics Functions*** 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 FCT 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.
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| **Key Relationships:** | **Internal:** Country Finance Manager, Programme, MEAL, Operations, Finance & Compliance and Security teams. |
| **Knowledge, Experience and Other Requirements** | **Education and other qualifications:** * 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.

**Experience** * 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.

**Desirables*** 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.

**Skills:*** Financial Accounting
* Donor Reporting
* Expenditure Verification

**Language Requirements:** Written and oral proficiency in English and relevant local language is required. |

**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 **1 July, 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.**