**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Audit Coordinator  |
| **Company:** | Self Help Africa (SHA)  |
| **Location:** | Hybrid working model - 2 days per week in the Dublin Office |
| **Contract type:** | One Year Fixed Term Contract, full time  |
| **Reports to:** | Financial Reporting Manager |
| **Organisation overview:** | **About United Purpose/Self Help Africa (UP/SHA)**Self Help Africa is an international NGO dedicated to the vision of Sustainable livelihoods and healthy lives for all in a changing climate. Headquartered in Ireland, with offices in the UK, the US, Brazil, Bangladesh, Burkina Faso, Ethiopia, the Gambia, the Democratic Republic of Congo, Ethiopia, Kenya, Malawi, Mozambique, Nigeria, Uganda, Senegal, and Zambia. SHA creates scalable and sustainable solutions to eradicating long-term poverty through knowledge transfer, investment, and market linkages.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 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 audit Coordinator is a key member of the global finance team, and they will be responsible for management the global audit for UP/SHA to ensure it is completed in a timely manner as possible. |
| **Key Responsibilities:** | * Coordinate the global audit for SHA and UP to agreed timelines.
* Be the main point of contact during the fieldwork for SHA and UP audits between the external auditors and SHA/UP HQ finance department.
* Review queries/requests from auditors and distribute to appropriate finance individuals both at HQ and country office level to resolve.
* Follow up with various banking institutions to ensure bank confirms for UP and SHA bank accounts are completed and returned to auditors in a timely manner.
* Follow up with HQ and country office finance departments to clear audit queries/requests as soon as possible.
* Assist in preparation of cashflow forecast for group for going concern.
* Provide weekly updates to HQ senior finance personnel on the status of the audit.
* Assist in the preparation of financial statements for local entities and the annual report for UP and SHA.
* Assist in the preparation of the consolidated financial statements and supporting notes for UP and SHA.
* Prepare and update any process/procedure manuals for group.
* Support the Head of Finance in completing Director’s compliance statement and any other statutory documents that need to be provided to external auditors.
* Assist the governance department with any statutory financial information required for both the Irish and UK charities regulator and companies house filings.
* Provide cover and other financial management support to the team as necessary.You will be required to perform such other duties as may reasonably be required of you by the organisation.
 |
| **Key Relationships:** | **Internal*** Director of Corporate Services
* Head of Finance & Compliance
* Global Finance Team
* People & Culture Team
* IT Team
* Regional Directors and Country Directors
* United Purpose/Village Aid Boards

**External*** Statutory auditors
* Banking institutions
* Regulatory bodies
 |
| **Knowledge, Experience and Other Requirements** | **Essential*** Accounting Qualification (ACA, ACCA, CIMA, CPA)
* At least 3 years as audit senior or audit manager.
* 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** * Financial experience in the not-for-profit sector desirable but not essential
 |