**JOB DESCRIPTION**

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| **Job Title:** | Finance Systems Manager |
| **Organisation:** | Gorta T/A Self Help Africa (SHA) |
| **Location:** | Dublin, Ireland (Hybrid working arrangements – minimum 2 days per week in the office) |
| **Contract type:** | Fixed Term Contract (2 years) – Full time |
| **Salary:** | €70,000 - €75,000 |
| **Reports to:** | Head of Finance (HF) |
| **About Self Help Africa:** | Established in 1984, Self Help Africa is an international development organisation dedicated to addressing hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.  We are driven by our vision for sustainable livelihoods and healthy lives for all in a changing climate, along with our core values of Impact, Innovation and Community. These values foster a culture of collaboration, inclusivity and a shared commitment to making a meaningful impact in the communities we serve.  In addition to our development work, Self Help Africa operates several social enterprise subsidiaries, including Partner Africa, which offers ethical auditing and consultancy services; and CUMO, Malawi’s largest micro-finance provider. These enterprises further our mission by creating sustainable economic opportunities for marginalised communities. |
| **Job Purpose:** | This is a very exciting independent senior role in the SHA finance team as the organisation is going through a period of transition and requires systems and processes improvements.  Key responsibilities of the Finance Systems Manager include analysing and improving current financial and compliance processes, continuing the rollout of our financial system across our country programmes, ensuring compliance with regulations, and driving continuous systems improvement in finance operations.  Aspiring candidates must have strong analytical, communication, and leadership skills, as well as process improvement, financial expertise and IT knowledge. |
| **Key Responsibilities:** | **Responsibilities**   * Continue to rollout of our current finance system (PSF) across all our countries of operation. * Conduct thorough assessments and document existing financial processes across the organisation in order to map out what and where changes are needed. * Lead on the implementation of process improvements – simplification of processes and identification of opportunities for improvements, automation, and digital transformation within the finance function. * Develop and implement tools for finance teams across the organisation to assist with finance reporting, budgeting and process improvements. * Manage the implementation of systems upgrades * Ensure integrations with other systems, in use in the organisation, are in place and running in an efficient manner * Investigate the use of new technology that is relevant for the finance function within the organisation * Day to day management of the Finance Systems Analyst and supporting them in their role of ensuring the finance system is functioning as it should be and day to day systems support is being provided to our finance teams. * Ensure the necessary training tools (on different media) are available to provide training and support on finance systems. * Develop and present relevant training sessions for finance users as required. * Develop and maintain all relevant support manuals * Ensure our systems allow for compliance with generally accepted accounting principles and other internal and/or donor requirements e.g. timesheet management, correct approval processes online * Establish systems to track metrics efficiently and effectively * Any other duties as requested by the Head of Finance |
| **Key Relationships:** | **Internal**   * Finance Systems Analyst (Direct Report) * Global Finance Team * Chief Information Officer * Country Management Teams * Governance & Internal Audit function   **External**   * System Providers * Other external stakeholders |
| **Knowledge, Experience & Other Requirements:** | **Essential**   * Other external stakeholders * Hands-on experience of systems implementation. * Accounting Qualification (ACA, ACCA, CIMA, CPA) * 3-5 years at a senior finance level * Up to date knowledge of current financial and accounting computer applications * Strong knowledge of excel and other reporting tools * High level of initiative, motivation, commitment and professionalism * Excellent verbal, analytical, organisational and written skills * Solid leader with proven people management skills. * Strong communication skills * Leading teams through transformation   **Desirable**   * Previous experience working with PS Financials and Salesforce. * Project Management experience or qualification ideal. * Financial experience in the not-for-profit sector desirable but not essential. * Empathy with the work of a humanitarian organisation. |

**Important information:**

Self Help Africa is an international development charity and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the [Code of Conduct](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) and [Child and Adult Safeguarding Policy](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf). We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa will include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms her/his understanding of these recruitment procedures. Subsequently, working or volunteering with Self Help Africa is subject to a range of vetting checks, including**criminal background checking.**

Research shows that women and those from marginalised ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you’re excited about this role but your experience doesn’t align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**Self Help Africa is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**