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**JOIN OUR TEAM**

**ADVERTISEMENT FOR SENIOR PROJECT ACCOUNTANT - LILONGWE**

**Background**

Self Help Africa Malawi is an international non-governmental organisation working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy and gender equality programmes reaching over 1,000,000 people a year across Malawi. Globally, we work in nine countries across Africa, Asia and South America, however our Malawi programme is by far and away our largest and most established country programme. SHA currently operates in 17 districts in Malawi, supporting 24 on-going projects. This is an exciting time to join us as we seek to tackle the global challenges in progressive and innovative ways.

Self Help Africa is an international development organisation, 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), inside and outside of work hours. 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 may 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 his/her understanding of these recruitment procedures.

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!

**Job purpose:** Reporting to the Financial Controller and working closely with relevant Project Managers, The Senior Project Accountant is responsible for the maintenance of timely, accurate, up to date and easily accessible financial information and the provision of training and mentoring to project staff (non-finance staff) on finance and related matters for relevant Projects.

In addition, the jobholder has line management responsibility over specific Project Accountants and oversight of the shared costs allocation.

# Key responsibilities and duties

**FINANCE**

* Prepare payments from fully approved documentation in line with internal controls and donor requirements
* Provide support to Program staff members including coding when raising payment requests so that correct coding is followed and donor money is used for the intended purpose
* Provide support so that processes are in line with best accounting standards and practices.
* Preparation of project Cash forecasts
* Filing of grant documents and other financial correspondences
* Preparation of monthly Bank reconciliations
* Posting of transactions in Accounting software
* Preparation of tax returns and all other tax requirements including withholding taxes and remittances using correct rates every month compliantly.
* Management of floats and liquidations
* Submission of Floats reports and other schedules with detailed analysis of ageing and comments
* Overall support on finances

**COMPLIANCE**

* Review the effectiveness of internal controls
* Make sure project implementation is compliant with Internal policies and controls are in line withdonor requirements
* Timely preparation and submission of donor reports.
* Provide necessary Support to procurement department so that procurements and relevant manuals are in line with donor requirements

**GRANTS/FINANCIAL REPORTING**

* Timely preparation of monthly internal reports and all monthly schedules
* Provide necessary support for production of reports
* Budget coding
* Management of Overhead allocations in line to internal policy and donor requirements
* Participation in grants management meeting (Opening & Closures or Interim)
* Identify and communicate compliance risks based on the various donor grants agreement, by providing recommendations on how to mitigate the risk.
* Provide necessary support to sub-grantee management processes

**BUDGETING & MONITORING**

* Participate in budget development
* Develop budget control templates, BVA’s
* Monitor spends vs actuals through Anticipated Results
* Provide updates and recommendations on burn rates.

**INTERNAL CONTROL**

* Make sure internal control templates are available
* Recommend any improvements to existing templates
* Understand existing internal controls and recommend improvements when weaknesses are identified

**AUDIT SUPPORT**

* Facilitate the management of project audits and other audits
* Resolve the audit outstanding findings from donors and internal auditors

**SUPERVISION**

* Supervision of PA from the region, Lilongwe, Dowa and North

**QUALIFICATIONS & DESIRABLE EXPERIENCE**

• Minimum of Degree in the field of Accounting

• 5 years’ experience working with a development or humanitarian organization, with not less than 5 years’ experience in Audit of International organizations.

• High levels of integrity, honesty, but also a quick learner

• Good computer skills with ability to work with spreadsheets, accounting software packages

• Attention to detail and problem- solving skills

• Ability to work independently and as part of a team

• Demonstrated capacity and willingness to learn - open to learning new ways of doing things

• Professional attitude towards work

• Friendly, customer service orientation

• Pro-active self-starter with ability to lead across teams.

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form, downloadable on <https://gsha.box.com/v/applicationform>. The completed application form should be uploaded together with the **Cover letter, Curriculum Vitae and Copies Certificates** saved in your name to; <https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000TeRQk%20-%20ADVERTISEMENT%20FOR%20SENIOR%20PROJECT%20ACCOUNTANT%20-%20LILONGWE%20(74073)>

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 28th February 2025** Only short-listed candidates will be contacted.

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

**SHA is an equal opportunity employer.**