Job Description

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| **Job Title:** | Finance Coordinator |
| **Organisation:** | Self Help Africa |
| **Project Title**  | Resilient communities, land restoration and sustainable ecosystems management project in the Central and Southern Provinces of Zambia  |
| **Location:** | Chibombo, Chikankata, Chirundu, Kapiri Mposhi, Mumbwa, and Siavonga in Zambia |
| **Length of Contract**  | Two years – renewable subject to performance |
| **Start Date** | 1st September 2025 |
| **Reports to:** | Head Finance and Administration (HoFA), with a matrix reporting to the Project Coordinator  |
| **Salary & Benefits:**  | Competitive salary and medical cover, 24 days annual leave, Gratuity 25%, 5% Employer pension contribution. |
| **Organisational Strategy:** | **About Self Help Africa** Established in 1984, Self Help Africa is an international development organisation that works through agriculture and Agri-enterprise development to address 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.  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, 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-changingWorld.▪ Community: We are inclusive, honest and have integrity in our relationship |
| **Project Background:** | Self Help Africa is implementing a project funded under The Global Environment Facility (GEF) in the Central and Southern Provinces of Zambia. The project focus is on environmental restoration, climate change and biodiversity conservation. The Climate-resilient ecosystem restoration and sustainable land management in the Central and Southern Provinces of Zambia project will address the barriers to sustainable land management and biodiversity conservation at six project sites in two provinces (Central and Southern Province).The project has four components. * *Component one* will support the development of an enabling environment for climate change adaptation that will also support reduced ecosystem degradation and strengthened biodiversity.
* *Component two* will focus on restoring the ecological integrity of the degraded natural environment in the proposed project sites, mainly riding on the provisions of natural resources and environmental management, land management, water resources management, agriculture, and climate change frameworks.
* *Component three* is focused on promoting Gender-responsive, climate-resilient natural resource-based livelihoods. It will aim to support sustainable agricultural production practices that will reduce the negative impacts associated with bad livelihood practices, such as charcoal production and unsustainable agricultural practices.
* *Component four* will focus on Monitoring, Evaluation and Learning ensuring that lessons and learning from the project are captured, developed, reported and disseminated to relevant stakeholders.

The Project will generate global environmental benefits and contribute substantially to revenue generation, employment and sustainable rural livelihoods. |
| **Job Purpose:** | The Finance Coordinator main area of responsibility relates to the financial oversight of funds disbursed to Self Help Africa. In addition, the role supports the internal project accounting function.The Finance Coordinator ensures appropriate checks and balances in accounting, and reporting. S/He will provide financial management by ensuring accurate and timely recording of financial data, processing of transactions and monitoring expenditure. This will also include assessing eligibility of costs against contracts and donor guidelines and preparing financial reports. S/He will maintain high standard of accounting and financial control to ensure compliance with FAO GEF regulations and SHA financial policies. The Finance Coordinator will be the main finance contact person between Self Help Africa and FAO. |
| **Key Responsibilities:** |

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| **Financial Management** |
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| * Custodian of all expenditure support documents
* Posting of financial transactions in PSF
* Posting of all receipts and payments in PSF
* Prepare cashflow projections for all field offices
* Prepare monthly bank reconciliations
* Assisting in preparing monthly Management Accounts
* Prepare quarterly reports to FAO
* Prepare and follow up of quarterly fund requests from FAO
* Assist in preparation of budgets
* Assist in preparations of Expenditure Verification and External Audits
* Any other duties assigned
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| **Key Relationships:** | **Internal*** Project Coordinator
* Finance Officer and other Project Accountants
* Other Country Finance and Administration staff
* Other country programme staff
* HQ Finance team

**External*** Staff from FAO, programmes and Finance
* Staff from the Ministry of Green Economy and Environment
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| **Qualifications / Other Requirements:** | * Must have a Bachelor’s degree in Accounting / Finance and should have certified qualification (ZICA CA, ACCA, CIMA,) and preferably, be a member of a recognized professional accounting institute
* Five years practical experience in Financial Accounting, at least three of which should be in grants management.
* Proficient in Microsoft Office, spreadsheet applications and computerized accounting systems
* Demonstrated financial advisory, operational and analytical skills including high level of organisational, problem solving and facilitation skills;
* Demonstrated experience in donor fund projects, undertaking risk assessments, internal audits and/or assessing internal controls
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| **Role Competencies:** | * Results-orientated with excellent communication skills, as well as curiosity and initiative
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values
* Attention to detail and the ability to produce timely and accurate reports
* Ability to work as part of team across different cultures
* Good analytical skills
* Previous experience of managing GEF and/or other donor funding
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*This Job Description only* *serves as a guide for the position available and SHA reserves the right to make necessary changes.*

This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*All candidates offered a job with Self Help Africa will be expected to sign our* [*Safeguarding Policies*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf) *and* [*Code of Conduct*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) *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**