**JOB DESCRIPTION**

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| **Job Title:** | Finance Manager |
| **Company:** | Self Help Africa |
| **Department:** | Finance |
| **Contract Type:** | Permanent |
| **Hours of Work:** | 37.5 hours Monday – Friday (will consider part-time) |
| **Location:** | Dublin with occasional travel to UK and Africa |
| **Reports to:** | Chief Finance and Operations Officer (CFOO) |
| **Organisational Overview:** | Self Help Africa is an ambitious, leading INGO focused on agriculture and agri-business as the engine of growth for smallholder farmers in Africa. We believe that innovation and disruptive change are the true catalysts of development. Our approach is collaborative and market-based, although we see our primary clients as smallholder farmers in Africa, we work with all participants in the agricultural value chain. We are currently in the fourth year of our five-year strategy with an income of €33M and a plan for further growth. |
| **Job purpose:** | Fascinating career opportunity to join a dynamic, growing not-for-profit organisation. Working closely the management team, the role is to provide support and analysis to the Gorta entities, to be a trusted advisor and to add value that will assist in key decision making. Critical to success is an ability to communicate their message and deliver information in a timely, clear and user-friendly manner. Reporting to the CFOO you will play a key role in developing and maintaining performance reporting and analysis packs as well as driving the budgeting, forecasting and costing activities within the finance function. You will provide effective leadership and direction to the finance team and oversee the implementation of accounting controls and reporting protocols to a high standard. |
| **Key Responsibilities:** | **Role Specific:**   * Produce monthly management account packs with meaningful analysis that creates insight for the group. * Overall responsibility for consolidation of group management accounts on a quarterly basis. * Budgeting, cash flow forecasting and scenario planning. * Work with the CFOO on financial strategy. * Oversee your team to track costs, capacity and efficiencies to ensure cash flow is managed effectively in the identification and pursuit of opportunities to improve value for money. * Review of Budget v Actual results with function heads (quarterly). * Oversee all finance and accounting practices in the Group. * Responsibility for production of group and subsidiary financial statements and coordination of their audits. * Invest in systems, in conjunction with ICT team, appropriate to a growing, global organisation that will enable rapid, effective collation of information that can be easily analysed. * Managing the completion of regulatory and other statutory returns. * Managing team: contributing to a positive work culture within finance and throughout the business. * Regular liaison and presentations to the Management Team and the Audit, Finance & Risk Committee (AFRC). * Any other ad hoc financial management responsibilities that may arise from time to time. |
| **Key Relationships:** | **Internal**   * CFOO (direct reporting line) * Executive Director * Finance team * Management Team (MT) of group and of subsidiary companies. * AFRC   **External**   * Statutory auditors * Key institutional donors * Other external stakeholders |
| **Knowledge and Experience** | * Experience of high-level responsibility in a not-for-profit or commercial finance function * Exposure to working in multinational and multi-currency environment * Commitment to working with a value-based organisation |
| **Qualifications/Other Requirements** | **Essential**   * Internationally recognised accounting qualification. * Good knowledge of current financial accounting standards and implementation of integrated accounting systems. * At least five years’ experience post-qualification experience in commercial or related field * Ability to work as part of an international team across jurisdictions and cultures. * Commitment to the vision and values of the organisation. |
| **Role Competencies** | * Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values. * Ability to manage varied tasks simultaneously, working effectively as a team member and on own initiative. * Ability to manage and motivate Finance team. * Communicating and working with others – share information with others both inside and outside the organisation in an effective way. * Delivering results – systematically develops plans towards maintaining and improving the quality of financial accounting and reporting. |

*Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s 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/Garda vetting.

**Self Help Africa strives to be an Equal Opportunities Employer**