

Position: Finance & Human Resource Manager
Programme: West Africa
Responsible To: Head of Finance and Administration (West Africa)
Location: Ouagadougou
Effective Date: 1st June 2016

1. Purpose:

The purpose of this role is to assist the Head of Finance and Administration (HoFA) in the financial management and Human Resource (HR) Management of the West Africa programme, including budget monitoring, cash management and the preparation of reports and budgets for SHA head office and donors. The Finance and HR Manager will also support daily accounting operations as and when needed. This role requires good organisation and time management skills, a capacity to take initiative and to work under minimal guidance and supervision.

2. Accountabilities & Responsibilities:

Finance Management and accounting

- Ensure that day to day transaction are correctly recorded in the financial system (PS Financial)
- Assist the HoFA in preparation of Annual Budgets and work plans for the Regional Programme,
- Assist in preparation of monthly financial and management accounts for approval by West Africa Regional Director for submission to Head Office, based on the SHA management accounts systems – includes monthly and year to date project and donor expenditure, bank reconciliations, office income and expenditure account, and other necessary information,
- Assist the HOFA in monitoring of west Africa Programme budget,
- Assist the HoFA in cash management and control of cash flow, liaison with banks, update of bank mandates and Bank Reconciliations for both Local and Foreign Currency Denominated Bank Accounts,
- With support from the HoFA, assist in the management and coordination of annual audit for the West Africa programme,
- Provide economic and financial advice in liaison with the Head of Finance and Administration to SHA staff,
- Monitor and manage country office petty cash day to day expenditure,
- Assist the HoFA in Human Resources files and record

Operational Management

- Assist in ensuring that procedures are adhered to by all staff in the WA programme,
- Assist in ensuring that reports are completed in accordance with deadlines,
- Assist in building capacity of programme staff in financial management and budget monitoring, anticipated results
- Assist in building capacity of Togo and Ghana Country Management Teams in financial management and budget monitoring, anticipated results

Fleet and driver management

- Line manage drivers, ensuring adequate fair distribution of missions across WA programme drivers and adequate rest time between missions
- Initiate new vehicle registration processes
- Ensure vehicle documents are up to date

HR Management

- Ensure respect of recruitment processes across country offices
- Support the HoFA in the development of Job Descriptions and Vacancy announcements

- Prepare contracts and keep track of contract renewals, ensuring that contracts are renewed or terminated on time conform with the labour laws of each country programme
- Create new staff entries in Sales Force
- Ensure adequate induction of new recruits
- Maintain and update electronic and physical HR files
- Assist the HoFA in preparing payroll, pensions and IUTS payments in respect of the national legislations
- Ensure respect of in-country labour laws and of SHAs HR policy and HR manual

Logistics/ Procurement / Assets Management

- Maintain SHA WA programme and partners fixed asset quarterly updates.
- Ensure the procurement function and controlling of stock, stock management; Chair the Procurement Committee in processing office procurements, ensuring that financial procedures are followed by the committee, maintaining transparency and making procurements that give value for money,
- Assist the programmes team in ensuring that partner project implementation meets donor compliance requirements,
- Inspect vehicles monthly and monitors costs for fuel and maintenance for each vehicle and advise HoFA when to sell vehicles in order to get the best value towards the procurement of a new one.

Safety and Security

- Monitor all safety or security incidents (fires, vehicle accidents, theft, etc) are appropriately recorded and reported;
- Actively monitor field site safety and security and advise the HoFA about new developments;
- Ensure regular communications are maintained among the field sites, and between the field and the WA office.
- Report all staff Health and Safety requests to the Regional Director

Other

- Perform any other duties as assigned by Head of Finance and Administration.

3. Pre-requisites

In order to succeed in this role, it is expected that you will have:

- BTS in accountancy and financial management from a recognised University;
- Human Resource qualification is desirable
- Minimum 5 years senior management experience
- Experience of supporting or ensuring HR function
- High level skills and experience in planning, budgeting and writing of management and financial reports to donors,
- Experience in audit and cost control,
- Computer literate with experience in managing accounting packages, and Microsoft Office suite (primarily MS Excel),
- Excellent French language skills and a good level of written and spoken English, a good communicator, with proven experience in reporting for international donors,
- Good team-worker; able to work closely with a small team with minimum direct supervision,
- Excellent verbal, analytical, and organizational skills,
- Commitment to international and humanitarian NGO codes, standards and practices,
- Integrity and high standards of personal conduct,
- A strong commitment to the aims, objectives and values of the programme in West Africa,

4. Key relationships:

- Head of Finance and Administration, Regional Director, Head of Programmes, Administration & Finance Team, Programmes team
- Programme Finance Manager HQ,
- External stakeholders, government departments, banks, external auditors, donor auditors,

5. Area of Responsibility:

Finance & Administration and HR Management

6. Obligations:

It is expected that you will:

- Carry out these accountabilities within the operating and process frameworks that apply to the whole Self Help Africa organisation,
- Work together with all your key stakeholders: line and functional to ensure organisational objectives, mission and vision are met,
- Exemplify the Self Help Africa Standards of Integrity, Purpose & Values,
- Respect SHA's anti bribery and other policies

This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.

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