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**JOB DESCRIPTION**

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| **Job Title:** | Finance and Administration Officer |
| **Company:** | Self Help Africa Malawi Country Programme |
| **Department:** | Finance Department |
| **Location:** | Balaka |
| **Reports to:** | Project Manager with technical reporting to Senior Finance Manager & HR and Administration Manager |
| **Salary:** |  |
| **Job Purpose:** | The main purpose of this role will be to assist in maintaining financial records by preparing financial reports and statements, reconciling accounts and processing journal entries and vouchers. The incumbent will also be directly responsible for all administrative, office management, personnel, purchasing and procurement and processing of all project support needs. |
| **Key Responsibilities:** | Key functions of the role will be to carry out all project budgeting, accounting, reporting activities and ensuring project office compliance with SHA Malawi accounting policies as well as policy and procedures as established by the project in line with donor requirements and procedures . **Financial Management*** Play a crucial role in supporting Finance Managers, Head of Finance and Administration, and Project Manager in preparation of annual operating budgets and plans as well as provision of financial and administrative support services to the project office.
* Prepare project cash flow forecasts and fund requests in line with activity plans to Malawi Country Office on time and ensure that all funds received for the office are promptly deposited.
* Maintain timely reconciliation of cash and travel advances for staff and prepare bank reconciliations for the project account on monthly basis.
* Receive approved funding requests, ensure that all OQRFs are approved and processed on time, prepare payment vouchers and all other journals i.e. deposit and general journals; ensure they are captured from time to time in the accounting system and ensure that all payments are made in line with accepted procedures, manage banking, petty cash and bank reconciliation.
* Manage office and project supplies and procurements including quotations, analysis and storage management.
* Ensure adherence to SHA’s logistics\finance and administration systems and procedures;
* Ensure that all floats are reconciled with valid documentation within stipulated period.
* Ensure that inventory records, requests and deliveries are appropriately processed and maintained.
* Maintain an up-to-date asset register for the organisation and ensure efficient management of stores including receiving and issuing goods/consumables and assets to staff.
* Maintain and update the fixed asset register from time to time including office hygiene, security and ensuring that assets are properly insured.
* Responsible for management of vehicles in terms of allocations, timely services, insurance, road taxes, vehicle accessories, cleanliness of vehicles and checking logbook records of vehicles and advising Project Manager from time to time on the appropriate actions to be taken.
* Prepare periodic (monthly, quarterly and annual) financial reports for project office to the Senior Finance Manager for review and further consolidation into monthly, quarterly and annual reports to Donors,
* Assist in preparation of audit exercise for the project (internal and external audits).
* Undertake proper filling of finance and office documentation including vouchers and ensure safe keeping at all times.
* Perform any other assigned duties by the supervisor.
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| **Key Relationships:** | **Internal*** SLIP Project Manager & Project team,
* SHA Malawi Finance Managers and Head of Finance and Administration,
* All SHA Malawi Senior Management Team,

**External*** External stakeholders, government departments, banks, external auditors, donor auditors,
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| **Knowledge and Experience:** | * Minimum of 3 years’ experience working in accounting and administration field and Diploma in Accounting
* Strong understanding of and practical experience in Accounting and administration
* Able to work well with staff and partners at different levels,
* Proven problem solving and organizational skills, flexibility and calm under pressure
* Excellent English language skills. A good communicator, with proven experience in reporting
* Ability to work in a team; able to live and work closely with a diverse team with minimum direct supervision
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| **Qualifications/Other Requirements:** | **Essential*** Minimum of Diploma in Accounting
* Strong computer skills especially with Ms Word and Excel and other related packages

**Desirable** * Experience working in I/NGOs
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| **Role Competencies:** | * Excellent communication skills
* Ability to work as part of team across different cultures
* Ability to work with minimum supervision and take initiative
* Ability to solve problems and take corrective action
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**Self Help Africa is an equal opportunities employer**