

**JOB DESCRIPTION**

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| **Job Title:** | **Project Finance Assistant** |
| **Company:** | Self Help Africa Malawi Country Programme |
| **Department:** | Finance Department |
| **Location:** | Balaka |
| **Reports to:** | Finance Manager and Project Coordinator |
| **Salary:** |  |
| **Job Purpose:** | The main purpose of this role will be assisting the Project in ensuring that financial transactions and information of the project are complete and accurate at all times. S/he will be responsible for carrying out timely transaction processing, updating and maintenance of finance and accounting information in both electronic and hard copy formats ensuring compliance with SHA Malawi accounting policies and procedures and Donor policies. |
| **Key Responsibilities:** | **Financial Management*** Assist in preparing of cash flow forecasts and fund requests in line with activity plans.
* Assist in the production of monthly financial project reports
* Process payments for suppliers and program activities.
* Timely review, follow up and reconciliation of cash and travel advances for staff with valid documentation supported within stipulated period.
* Receive and review project activity requests, and they are approved and processed on time.
* Prepare payment vouchers and ensure that all payments are made in line with accepted procedures
* Prepare other journals for approval by Finance Manager and posted in the PSF i.e. deposit and general journals
* Ensure that all funds received for the office are promptly deposited.
* Ensure that inventory records, requests and deliveries are appropriately processed and maintained.
* Assist in preparation of periodic (monthly, quarterly and annual) financial reports for the project and donors.
* Assist in preparation of periodic audit exercise for projects (internal and external audits).
* Undertake proper filling of finance and office documentation including vouchers and ensure safe keeping at all times.
* Assist Procurement and Logistics Manager in carrying routine asset verification exercise.
* Preparation of Bank Reconciliation for the project Bank accounts.
* Maintenance of Petty Cash and Petty Cash Books
* Perform any other assigned duties by the supervisor.

It is expected that the candidate will: * Carry out these accountabilities within the operating and process frameworks that apply to the whole Self Help Africa organization.
* Work together with all your key stakeholders: line and functional to ensure organizational objectives, mission and vision are met.
* Exemplify the Self Help Africa Standards of Integrity, Purpose & Values.
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| **Key Relationships:** | **Internal*** SHA Malawi Finance Manager, Grants Manager and Head of Finance and Administration,
* Project Manager and all projects teams,

**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 finance
* Medically fit and prepared to travel extensively across the country
* Strong understanding and practical work experience in busy office environment
* 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, both verbal and written.
* 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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*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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Self Help Africa is committed to equal employment opportunities**