**JOB DESCRIPTION**

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| **Job Title:** | Admin Assistant (Finance & HR) |
| **Company:** | Self Help Africa |
| **Department:** | Administration |
| **Location:** | Addis Ababa, Ethiopia |
| **Contract Type** | Two year Fixed Term – 39 hours p/week |
| **Reports to:** | Head of Finance & Administration  |
| **Salary** | As per SHA scale |
| **Purpose** | Provides effective and timely support to Admin and HR functions to enable the country office to operate smoothlyEnsures that offices are adequately set up. Ensures that all procedures and documents pertaining to administration and HR are in place and being followed. Supports HOFA and CD to ensure all aspects admin and HR policy are implemented and adhered. Ensures timely issuances of all relevant monthly reports.  |
| **Key Responsibilities:** | **Office Administration & Finance*** Handles utilities payments and other related matters ;
* Liaises with governmental and non-governmental organization in facilitating SHA communication;
* Draft circulars, reports, memoranda, minutes and confidential letters;
* Prepare correspondence for the organization;
* Respond to simple letters and oral queries;
* Liaise and update information with government stakeholders;
* Communicate official phone calls, meetings and other engagements to Self Help Africa staff;
* Prepare special internal notices for posting, as required;
* Responsible for updating HR and other administrative data such as leave, timesheet, imprest etc. on Salesforce;
* Responsible for allocation of office space, equipment, and other facilities to new staff,
* Handles routine tasks using template formats or prior directives;
* Schedules appointments;
* Prepares itineraries for visitors to Self Help Africa in consultation with CMT;
* Receive/send incoming/outgoing correspondences and re-routes as instructed by Self Help Africa;
* Pre-number hard copies of all outgoing letters, messages, faxes;
* Ensure that files of incoming/outgoing correspondences are maintained according to filing procedures of Self Help Africa;
* Ensure that messages and outgoing correspondences are dispatched by mail, hand, fax or e-mail;
* Prepare purchase requisitions for office supplies;
* Support finance team in the issuance of cash and cheques and receipts as required;
* Support finance team in the delivery and depositing of cash and cheques into bank in a timely manner and in line with SHA policy;
* Process authorized cash payments such as per diems, other staff allowances and petty cash payments;
* Support programme team in preparing paperwork for cash requests for project delivery;
* Responsible for the maintenance of the petty cash register book, ensuring it is updated daily;
* Preparation of the request for the replenishment of petty cash as required;
* Responsible for processing purchase request internally or externally, in support of concerned departments;
* Preparation of paperwork for posting of transactions into SHA accounting package as required;
* Responsible for preparation of the scanning and attaching of all supporting documents for intercompany transactions in SHA accounting package;
* Assist in the preparation of financial documents for audit, in particular ensuring the completeness and accuracy of supporting documentation;
* Perform other duties as assigned by HOFA;

**HR Support*** Maintenance of electronic and hard copy of personnel files;
* Updates and Keeps staff records as per SHA format
* Collects all relevant documents leading to selection of staff, and files sequentially
* Process staff leave requests in Salesforce, ensuring compliance to SHA regulations,
* Complete all processing of pension scheme with relevant government offices starting from employee recruitment to termination or resignation;
* Perform any assigned tasks by the HoFA
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| **Key Relationships:** | **Internal** * Country Director
* Head of Programmes
* Head of Finance & Administration

**External*** External Stakeholders
* Government Departments, banks, external auditors
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| **Knowledge and Experience** | * Ability to communicate both in Amharic and English in writing and speaking
* Ability to handle and care sensitive matters
* Knowledge of appropriate computer software to handle the task
* At least 7 years of experience in relevant posts, of which 5 are in similar position of administration, finance, general service, and secretarial tasks preferably in the NGO environment
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| **Qualifications/Other Requirements** | **Essential*** BA Degree in management, public administration, information systems, accounting

**Desirables:*** Experience in financial administration and/or human resources administration
* Experience using accounting software
* Ability to manage IT problems
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| **Role Competencies** | * Excellent verbal, analytical, organisational and written skills including basic working level of English
* Willingness to work as part of a team, ability to follow direction
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values
* Excellent ICT skills including a good knowledge of MS Office
* Attention to detail and the ability to produce timely and accurate financial information
* Demonstrate flexibility in the face of change
* Ability to manage multiple priorities without loss of composure
* Determines the appropriate allocation of time
* Demonstrate the ability to foresee problems and prevent them by taking action
* Interact professionally with clients and colleagues
* Properly responds to requests with accuracy and courtesy
* Works as a competent member of team, willingly providing back-up support for co-workers when required
* Proficiency in using standard office equipment such as computers, fax, photocopier, scanner etc.
* Proficiency in quickly adapting to new technology and easily acquiring new technical skills
* Exhibit sound judgement and ability to make reasonable decisions in the absence of direction
* Refer problems to appropriate person when necessary
* Works effectively without constant and direct supervision or guidance
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**Qualified female applicants are encouraged to apply.  Self Help Africa is committed to equal employment opportunities.**