

###### **INFORMATION PACK FOR CANDIDATES FOR THE POST OF**

**Finance Assistant(Part-Time 24 hrs per week)**

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| --- |
| Please complete and return this application form to: |
| **Self Help Africa,  41 University Street, Belfast BT7 1FY** |
| **OR email to  recruitment@selfhelpafrica.org** |
| **Please note: CVs will not be accepted** |

Dear Applicant,

Please find enclosed an application pack for the part time temporary post of **Finance Assistant**, which contains the following items:

###### Section 1: Background

###### Section 2: Job Description

Section 3: Essential Criteria

Section 4: Vacancy Application Form

Section 5: Job Competency Form

Section 6: Monitoring Form

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

1. Your application pack contains information about the organisation, the job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.

2. You must complete sections 4 and 5 accurately and return them by the date and time indicated. You are also asked to complete a monitoring form (section 6).

3. It is your responsibility to ensure that sufficient information is provided to enable a short listing panel to assess your suitability for this post.

***PLEASE SHOW CLEARLY IN YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND ENHANCED CRITERIA.***

4. Applications, CVs and attached sheets:

* Applications can be emailed to recruitment@selfhelpafrica.org or printed and posted to Self Help Africa, 41 University Street, Belfast BT7 1FY to arrive by the deadline provided with Monitoring Form posted in a sealed envelope to arrive by the deadline date.
* Attached CVs **will not** be considered.
* Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.

5. It is the responsibility of the applicant to ensure that sections 4 and 5 are completed and returned

by **12pm 22nd June 2018. Please note interview date will be the week of July 2nd.**

Your equal opportunities monitoring form (section 6) must also be completed and returned in a separate envelope.

6. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide documentary evidence of their identity for verification and photocopying.

Thank you for your interest in Self Help Africa.

Yours sincerely,

Mr Glenn Cash

Finance & Corporate Services Manager

Self Help Africa – Northern Ireland

**SECTION 1: Background**

**History and Background**

Self Help Africa NI is the new name for War on Want NI following a merger with the organisation. War on Want NI had been in existence for over 50 years and when it separated from War on Want in Britain in 1971, it became the first independent international development agency working in Northern Ireland and is registered with the Charity Commission for Northern Ireland (Registration number NIC102154).

War on Want NI previously worked in 2 of the poorest countries in sub Saharan Africa, in the poorest regions of Malawi and Teso in north east Uganda. Following the merger with Self Help Africa we will contribute to hunger and poverty reduction programmes across 8 countries in Africa.

Self Help Africa is an international development organisation that specializes in agricultural development. The organisation works with smallholder farmers, farmer associations, cooperatives and agribusiness to help rural poor households to grow and sell more food, improve diets and diversify and grow incomes, and make their livelihoods more sustainable and resilient to shocks. Their work includes raising awareness of the issues affecting these communities, and to represent their interests at policy and institutional levels.

Self Help Africa has offices in Dublin, London, Shrewsbury and New York, and fundraising representatives in both Galway and Boston. Our vision is a rural Africa free from hunger and poverty.

Self Help Africa is a growing, ambitious organisation, with a projected turnover of approximately €25m in 2018. Self Help Africa also operates a number of subsidiary social enterprises - Partner Africa, TruTrade and Traidlinks.

This is a truly exciting time to join the organisation and join a growing dynamic team across the UK, Ireland, Africa and the USA.

**SECTION 2: Job Description**

**Job Purpose**

To assist in the delivery of financial administrative services within Self Help Africa NI.

To contribute to the provision of a quality financial service to meet the needs of the organisation and its stakeholders. To comply with existing financial and organisational policies and procedures.

**Location**

Belfast

**Contract Type**

Part-Time, 24 hours a week

**Reporting To**

Finance & Corporate Services Manager

**Salary**

NJC scale points 12-19 (£17,173 to £19,446)

**Specific Roles and Responsibilities**

**Finance**

* To ensure that appropriate manual and computerised financial records are maintained ensuring compliance to and effective use of financial systems and Salesforce
* To undertake the collection, processing and lodgement of all donations/monies received and the payment of accounts as per the financial policy and procedures using the appropriate financial systems
* To complete monthly bank account reconciliations
* To undertake the processing of petty cash requisitions in line with financial procedures
* To assist the Finance & Corporate Services Manager in the provision of financial information for budget holders, management and trustees as and when required
* To provide support for the Finance & Corporate Services Manager on shop audits/checks
* To support the preparation of payroll and pensions for submissions to Inland Revenue and other legislative bodies
* To prepare and submit VAT and Gift Aid returns working to support the organisation to maximise potential income from Gift Aid

**Donor Processing/Salesforce**

* To lead on the processing of postal/by hand donations and monies
* To support on the processing of phone/on-line donations
* To support on supporter care services
* To support on receipting and thanking of donations/monies

**Other**

* To ensure compliance with all Self Help Africa policies and procedures
* To ensure excellent donor and supporter care
* To cover reception as required
* To provide administration support for fundraising events/retail operations as may be required from time to time
* To undertake such other duties as might be reasonably assigned from time to time

**Key Relationships**

**Internal**

NI Executive Director

Finance & Corporate Services Manager

Fundraising teams

Head of Retail

Reception & Administrative Assistant

**External**

Volunteers

Donors & Supporters

Suppliers

Finance departments of other organisations

**SECTION 3: Criteria**

**Person Specification**

**Essential**

* Third level degree in a relevant discipline or accounting technician qualification/part qualification or equivalent **OR** Minimum 2 years practical finance administration experience using accounting software, preparing payroll and VAT returns
* Previous experience of working in a financial role
* A flexible approach and willingness to learn

**Desirable**

* Genuine interest in the not-for-profit sector
* Experience of working in the overseas development / not-for-profit sector

**Role Competencies**

* Excellent verbal, analytical, organisational and written skills
* Positive, proactive and motivated with a strong commitment to SHA’s vision, mission and values
* Excellent ICT skills including a good knowledge of MS Office and accounting software
* Attention to detail and the ability to produce timely and accurate reports

**SECTION 4:** **VACANCY APPLICATION FORM**



* **Please write clearly (type or block capitals)**
* **All information will be treated in confidence and will be used to assess your suitability for the job**
* **Candidates will be short listed on the basis of information contained in this application.**

**The Vacancy**

Job Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current driving licence? Yes / No

Are you a car owner or do you have access to a form of transport which

will enable you to carry out the duties of this post? Yes / No

**References**

All offers of employment are subject to receipt of satisfactory written references.

Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

|  |  |
| --- | --- |
| **First Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Second Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Have you ever been convicted of a criminal offence? Yes / No

[Exclude convictions which are spent under the

Rehabilitation of Offenders (NI Order 1978)]

**4.1 EDUCATION & QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Type of Qualification**  **(GCSE, NVQ, A Level, Degree etc)** | **School/University/College Name** | **Results** |
| **Personal Development/Training Completed:** |  |  |

Are you currently employed? Yes / No

Current Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.2 PREVIOUS EMPLOYMENT** (Start with present or most recent job)

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Employer | Dates employed & salary | Brief description of duties  *(where possible outline specific areas of relevance to this post )* | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

[Please attach additional sheet if required]

**Declaration**

I declare that the information I have given is correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.3 RELEVANT EXPERIENCE**

**Self Help Africa** will shortlist for interview only those applicants who appear from the available information to be the most suitable candidates for the post in terms of relevant skills, experience and ability.

It is therefore essential that applicants fully describe how they meet each particular requirement, including relevant timescale/duration (i.e. provide dates), of the Shortlisting Criteria**.** To fully describe, please give 2-3 clear examples of your competency in each area.

* 1. Third level degree in a relevant discipline or accounting technician qualification/part qualification or equivalent **OR** Minimum 2 years practical finance administration experience using accounting software, preparing payroll and VAT returns

|  |
| --- |
| (Max 300 words) |

* 2. Clearly demonstrate previous experience of working in a financial role, elaborating on key responsibilities you held and results achieved

|  |
| --- |
| ( Max 300 words) |

* 3.Demonstrate your willingness to learn using examples in past jobs and clearly outline how you would apply a flexible approach in this role

|  |
| --- |
| (Max 250 words) |

* 4. Outline how you may meet with the desirable criteria for this post

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| --- |
| 1. Genuine interest in the not-for-profit sector 2. Experience of working in the overseas development / not-for-profit sector |

**SECTION 5: MONITORING FORM**

**EQUAL OPPORTUNITY RECRUITMENT MONITORING FORM**

Self Help Africa is committed to promoting equality, diversity and an inclusive and supportive environment for staff, volunteers and families.

In particular Self Help Africa will seek to ensure that people are treated equitably regardless of their gender, race, ethnic background, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, sexual orientation or other inappropriate distinction.

In order to do this, it is necessary to collect information from all employees and job applicants on the key characteristics which relate to equality and diversity in employment.

The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998.

**REQUEST FOR INFORMATION**

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_

Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender: Female / Male

Disability: Yes / No

You should declare a disability if you perceive yourself as being at a disadvantage in obtaining, keeping or advancing your employment due to a physical, sensory, intellectual, dietary, communicative, psychiatric, allergic, or any other impairment.

Health:

Do you have any medical condition Yes / No

that could significantly affect your performance

of the duties of the post for which you are applying?

If yes, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Religion:

I identify myself as (please tick):

Catholic

Protestant

Other

**Nationality** – Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethnicity – You are asked to classify yourself in the category, which you feel most nearly describes your origin. If none of the specific groups are suitable please mark the relevant **Other** and **specify your ethnicity**.

I would consider my ethnic origin as – please tick:

Indian

Pakistani

Bangladeshi

Other Asian

Caribbean

African

Chinese

White – British

White - Irish

Other White Background – please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Ethnic Background – please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your cooperation in completing this form.

Self Help Africa is an Equal Opportunities Employer.

**Please place this form in a separate sealed envelope marked Monitoring Form and return to**

**Self Help Africa, 41 University Street, Belfast BT7 1FY**