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**JOB DESCRIPTION**

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| **Job Title:** | **Finance and Administration Assistant**  |
| **Company:** | Self Help Africa |
| **Department:** | Finance and Administration |
| **Reports to:** | Head of Finance and Administration |
| **Job Purpose:** | The purpose of the job is to facilitate the planning and implementation, monitoring and reporting of project activities directly with beneficiaries and other stakeholders. This includes technical backstopping and other support to beneficiary individuals, producer organisations and associations and other stakeholders like local CBOs/NGOs and private sector players, who are working with project beneficiaries  |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **Finance and Accounting*** Handling day to day accounting transactions
* Prepare payment vouchers and verify all supportive documents before taking for approval.
* Filling all paid payment vouchers.
* Receiving RTO from the field and make local purchase order for the trainings.
* Making follow ups for all payment submitted to country office from the field and give feedbacks.
* Assist in preparation and tracking of budgets line and code in all requests.
* Establish and implement efficient administration and logistics procedures in line with organisational requirement.
* Assume other financial responsibilities as assigned.
 | * Making accurate payment requisitions before taking for approval.
* Prepare pending payment list for Monday meeting.
* Support to procurement committee.
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| **Administration/Logistics*** + General management of the office; ensuring regular supply of power, water; timely supply and adequacy of office supplies; proper maintenance and safety of office.
* Support, organize and provide administrative support for all organization events (e.g. room booking, catering arrangements, handling inquiries and bookings, etc.)
	+ Organize staff meetings, prepare and share minutes of staff meetings, and where necessary.
	+ Ensure that up to date contracts are in place for services and goods rendered to the project.
	+ Maintain office administrative files including client, accounting and contract files with ease of retrieving information.
	+ Establish and implement administration and logistics procedures in line with organisational requirements.
	+ Review movement logs and fuel reports for motorcycles and office vehicles and report any anomalies identified to the supervisor for appropriate action.
	+ Coordinate all travel arrangements for staff in the field.

**Human Resource*** + Perform administrative and support HR functions including: Submission of relevant documents by all new employees, proper filing of staff employment contracts, update of staff files, maintenance of records related to staff leave, grievances and other staff matters;
* Ensure that project staff fills their timesheets before any payment of salary takes place.
	+ Tracking and filing time sheets and support all other administrative procedures related to HR management

**Assets and stores*** + Prepare and update the asset register on regular basis;
	+ Maintain records of stock items including stock receipts and issuance ensuring that any stock issued is requested for by the user and approved by the department head
	+ Ensure proper utilization of office assets by staff and coordinate repairs and maintenance of office building, equipment, motorcycles and vehicles
	+ Performs any other duties assigned by the supervisors.
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| **Key Relationships:** | **Internal*** HOFA, Project Manager, Project Officers, technical Coordinators & other project staff.
* Self Help Africa Uganda Country Programme Staff and administrative staff

**External*** Farmer groups, Service provider, government departments, private enterprises, donors, civil society organisations.
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| **Qualifications/Other Requirements:** | * A Bachelor of Commerce Degree (with accounting) or Bachelor of Business Administration (with strong accounting), or the relevant equivalent.
* Three years of administrative/program work experience and logistics , particularly on donor-funded projects
* Familiarity with donor project management policies, procedures and requirements.
* Strong ability to quickly assemble knowledge of program management.
* Strong interpersonal skills and ability to work in teams.
* Good computer literacy (Microsoft office package).
* Experience in preparation and presentation of reports.
* Commitment to international and humanitarian NGO codes, standards and practises;
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| **Role Competencies:** | **Desirable*** Experience working with farmer groups and private sector actors.
* 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**