**JOB DESCRIPTION**

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| **Job Title:** | Finance Assistant  |
| **Company:** | Gorta T/A Self Help Africa (SHA) |
| **Department:** | Finance |
| **Location:** | Northern Ireland, Remote |
| **Contract type:** | Fixed Term – Six Months |
| **Hours:** | Part time, 2.5 days/17.5 hours per week  |
| **Reports to:** | Finance & Corporate Service Manager |
| **Organisation overview:** | **About Self Help Africa** Self Help Africa is an international development organisation that works through agriculture and Agri-enterprise development to end hunger and extreme poverty. In 2021, Self Help Africa merged with United Purpose, doubling our size. The organisation works in 15 programme countries in Africa, Asia and Latin America and its 2023 budget is in excess of €50m.In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, TruTrade, an innovative trading platform in East Africa, and CUMO, Malawi’s largest micro-finance provider.Our three core values are:▪ Impact: We are accountable, ambitious and committed to systemic change.▪ Innovation: We are agile, creative and enterprising in an ever-changing world.▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose:** | The finance assistant will be part of the finance team and will support the Northern Ireland retail team as well as support on the processing of donations and general administration duties. This is a varied role that will assist in the delivery of financial administrative services, contribute to the provision of a quality financial service to meet the needs of the organisation and its stakeholders and will comply with existing financial and organisational policies and procedures.  |
| **Key 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 as per the financial policy and procedures using the appropriate financial systems.
* To lead on the processing of retail cash/card/other sales and reconciliations to weekly takings sheets/card transaction platform.
* To complete monthly bank account reconciliations.
* 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.

**Donor Processing/Salesforce*** To lead on the processing of postal/phone/on-line/by hand donations and monies.
* To support on supporter care services.
* To lead 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.
* The collection and processing of post.
* To undertake such other duties as might be reasonably assigned from time to time.
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| **Key Relationships:** | **Internal*** Head of Retail
* Finance & Corporate Services Manager
* Finance Team
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| **Knowledge, Experience and Other Requirements** | **Essential*** 5 GCSEs or equivalent (grade C or above, two of which should be English and Maths).
* Previous experience of working in a financial role.
* A flexible approach and willingness to learn.
* 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.

**Desirable** * Genuine interest in the NGO sector.
* Experience of working in the overseas development sector an advantage, but not essential.
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*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunities employer.**