

## **Self Help Africa: Programme Finance Accountant** **(<https://www.activelink.ie/node/112241>)**



### **Job Title: Programme Finance Accountant**

**Organisation:** Gorta T/A Self Help Africa (SHA)  
**Department:** Finance  
**Location:** Dublin, Ireland  
**Contract type:** 2 year fixed term  
**Hours:** Full time, 37.5 hours per week, Monday to Friday  
**Reports to:** International Finance Manager  
**Salary:** €50,000-€60,000

### **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 Programme Finance Accountant will provide financial oversight and support to a number of countries. The post holder will also work with the Global Finance Team to improve the quality of systems of financial control and reporting in the country offices while capacity building local finance staff in the performance of their responsibilities.

### **Key Responsibilities:**

#### **The key responsibilities for this role are:**

- Assist with review of management accounts, in conjunction with relevant Programme Staff.
- Perform review of cash requests from country offices.
- Review all financial reporting to donors and approve as required.

- Assist in preparation of proposal budgets ensuring cost recovery guidelines and donor rules are adhered to.
- Assist in the preparation of the annual country budgets.
- Assist with Year End procedures and preparation for audit.
- Support and train country office finance staff in areas such as:
  - Preparation of management accounts
  - Filing systems & documentation
  - Year End procedures and preparation for audit
- Compliance with the Organisation's procedures & policies
- Compliance with donor procedures & policies
- Use of IRIS (accounting system) and Salesforce (CRM system).
- Donor reporting.
- Contract reviews and donor compliance
- Assist in the development of finance functions within Salesforce.
- Provide ad hoc assistance as required.

## Key Relationships:

### Internal:

- International Finance Manager.
- Head of Finance.
- Director of Business Services.
- Finance department staff.
- Heads of Finance and Administration in countries of operation.
- Programme team, HQ and country office staff.

### External:

- Auditors.
- Donors.

## Knowledge, Experience and Other Requirements:

### Essential

- Internationally recognised accounting qualification (CA, ACA, CIMA, CPA).
- Strong technical skills and up to date knowledge of generally accepted accounting principles.
- Experience in project accounting, planning, budgeting and writing financial reports.
- Experience in audit, cost control and financial decision making.
- Excellent communication skills, both written and oral.
- Strong analytical and problem-solving skills.
- Ability to interpret financial data.
- Excellent presentation and reporting skills (Excel, PowerPoint and Word).
- Ability and willingness to travel overseas.
- Ability to maintain good working relationships in a multi-cultural environment.

### Desirable

- Experience with IRIS Financials or similar accounting packages.
- Experience of using Salesforce.
- Working knowledge of French.
- Experience of working with and accounting for donor funds, such as USAID, EU, DFID, Irish Aid.
- Experience of working in the INGO/Charity sector.

## How to Apply:

To apply for this role, please upload your completed application form (available to download from our website), CV and cover letter via the careers page on our website.

**Website link:** <https://selfhelpafrica.org/ie/programme-finance-accountant-4/> (<https://selfhelpafrica.org/ie/programme-finance-accountant-4/>)

Only applications submitted via our website will be considered for this role.

Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa's 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/Garda vetting.

The closing date for applications is **Monday, 2nd December 2024 at 5pm.**

*Self Help Africa is an Equal Opportunities Employer.*

**Region**

Dublin

**Date Entered/Updated**

18th Nov, 2024

**Expiry Date**

2nd Dec, 2024

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