

Finance and Operations Officer – JASS Southern Africa

Type: Permanent – Full-time

Application Deadline: January 25, 2012

Location: Cape Town, South Africa

Start date: March 1, 2012

Salary: Competitive and commensurate with experience

JASS SNA (Just Associates – Southern Africa), a fast-growing international women's organisation grounded in and driven by its regional networks in Southeast Asia, Southern Africa and Mesoamerica, is dedicated to strengthening the voice, visibility and collective organising power of women. JASS Southern Africa* is looking for an experienced Finance and Operations Officer (FOO) with at least 3 years of experience, including at least 1 year with a regional organization that implements programs in different countries and with multiple partners. This is a great opportunity for a motivated professional who is interested in taking on a challenging role with a growing and innovative organization where interpersonal relationships and common vision are as important as financial systems and management. Working experience in the region is strongly preferred.

Our office environment is informal yet fast-paced because of the global and dynamic nature of our work.

The FOO will report to and work in close collaboration with the Regional Director to coordinate and oversee all finance, operations, human resources, and administration functions of our fast-growing regional office comprised of three full-time staff, several part-time staff and consultants in other countries in the region, and an annual regional budget of approx US\$800,000. S/he will also have some interaction with the Global Finance and Operations Manager (FOM) to ensure that regional systems, policies and procedures are in place and in line with JASS Southern Africa's mission and strategy, as well as JASS' overall policies and procedures.

Concretely, with the direction and in coordination with the FOM and the Regional Director the FOO will:

Financial Management

Gradually oversee all regional financial activities including budgeting, budgetary controls, financial analysis and forecast, sub-grants, cash flow management and monitoring, and all necessary fiscal grant close-out activities including final reports;

- Support the implementation and monitor systems, policies and procedures and budgeting/planning processes; suggest best practices and implement them regionally;
- Gradually take direct responsibility for the accurate compilation of grant-specific financial statements and reports in the region, to ensure compliance and transparency of grant activity which will involve supporting and monitoring financial performance and reporting of our collaborating partners;
- Support overseeing the financial aspects of JASS' partnerships including the preparation and submission of financial reports as required; Develop and maintain

updated filing and deliverable systems including communicating deadlines well in advance to relevant staff and partners; Develop a collaborative working relationships with partners' financial staff.

- Routinely compare regional budget projections with actual program spending in order to identify potential areas of concern and recommend necessary budget modifications based on project development. Discuss and advise with the Regional Coordinator and FOM about next steps;
- Work with regional staff and partners to prepare operations and activity budgets; facilitate cash advances for staff and consultants for activities including preparing Cash Flow requirements; Process weekly payments and monthly bank reconciliations;
- Submit and send timely periodic Financial Reports to the FOM;
- Review all financial reports submitted by the regional personnel and partners to ensure compliance with donors' terms and conditions; work closely with partners to develop financial reporting systems and procedures that make sense for both partners' and JASS' policies and procedures so as not to create unnecessary burden on partners' or JASS' staff and resources. Prepare operative expenses report and monthly financial reports of the regional office
- Provide support and training to regional staff on financial tasks such as financial reporting and tracking activity expenses.

Human Resources and Operations Management

- Facilitate the implementation of operating systems, policies and procedures that improve organizational effectiveness;
- Support the process of staff's recruitment and hiring; the implementation of HR policies; manage consultant contracts; maintain personnel files, distribute and collect timesheets; track personal/sick leave; and allocate personnel costs;
- Facilitate performance reviews;
- Oversee employee and consultants payroll; ensure competitive salary structure for regional staff and consultants, which involves maintaining some level of coherence across JASS global;
- Manage efficient information systems, including JASS' regional database;
- Oversee office and facilities management, including coordinating equipment purchases and maintenance, inventory and tracking, venter accounts management and coordination with co-tenants/landlord;
- In coordination with the Regional Director, support the registration process of JASS Southern Africa as a non-profit organization including researching the requirements; gathering the necessary legal documentation, etc.;
- Ensure smooth administrative operations of the regional office including the supervision of administrative staff.

Qualifications

- Bachelor's degree required in accounting, finance, business administration or other related field;
- At least 3 years experience in financial and grants management within the non-profit sector, including at least 1 year with a regional organization with multiple partners and locations;

- Ability to prepare and monitor grant budgets;
- Ability to interpret program fiscal activity and systems for staff, and partners.
- Experience with and demonstrated ability to learn basic financial procedures as well as experience with management of organizational financial and operative functions;
- Strong communications skills, including some experience working across cultures and with virtual staff and partners;
- Accuracy, thoroughness and attention to detail and follow-up;
- Self-direction – effective in driving own work and priorities without direct, close management;
- Ability to solve problems and adaptability respond to changing needs (deadlines and priorities).
- Commitment to social justice preferred;
- A sense of humor!

**In Southern Africa (SNA), JASS' strategy is to strengthen and mobilize women's activist leadership to retool and rebuild women's movements to address practical needs and change norms, institutions and policies that perpetuate inequality and violence. The program involves training, organizing, social media, documentation and strategic action in Zambia, Zimbabwe, and Malawi. Now in its fourth year, the program is driven by a regional team and a unique regional alliance of LGBT activists, progressive religious leaders living with HIV/AIDS, youth organizers and ICT feminist activists to maximize their reach and impact on women's rights and lives. In this effort, JASS' regional team works jointly with the partners located in different countries.*

www.justassociates.org

JASS is an equal opportunity employer. Applicants with diverse backgrounds and members of the queer/transgender community are strongly encouraged to apply