



THEMBALETHU Development (formerly known as TEBA Development) was founded in 2002 as non-profit organisation with the aim of becoming the socio-economic development agency of choice for the mining industry, government, the private sector and international donors. We work in South Africa, Mozambique and Lesotho.

A vacancy exists for the following position based at our Head Office in Johannesburg:

Financial Manager

PURPOSE OF THE POSITION

The Financial Manager will be responsible for managing the finance team, systems and processes to ensure financial information and practices are timeous, compliant and accurate. The company receives donor funding from multiple international and local donors and as such has high standards for financial compliance, accuracy and reporting.

SCOPE

The Financial Manager reports directly to the Managing Director and is responsible for ensuring effective financial controls and implementation of financial policies and procedures, managing financial resources and administrative functions. This includes preparing the budget; conducting financial analysis and preparing financial reports; developing and implementing an effective system of accounting; managing the payroll system and maintaining accurate and current financial record.

KEY PERFORMANCE AREAS

Accounting and Cash Flow Management

- Assist with preparing and / or reviewing financial reports for donors and Themba lethu Development management.
- Assist with managing the organisation's cash flow.
- Review contract reconciliations and commitments register on a monthly basis.
- Review creditors and debtors on a monthly basis and ensure long outstanding amounts are followed up and resolved by company accountant.
- Reconcile timesheets to salary recoveries from grants and implement corrective action where required.
- Manage the revenue forecast to ensure that it is accurate and complete.
- Assist with audit preparations and liaison with auditors to ensure timeous, efficient and successful statutory and project audits.
- Maintain a complete audit trail of relevant documentation from instigation to completion of projects.

Budgeting

- Monitor actual expenditure against budgets, identify variances and ensure that appropriate follow up action is taken.
- Prepare budgets for the organisation and for grant proposals.

Donor Reporting and Compliance

- Ensure that donor funds are properly managed and accounted for.
- Review donor files and records (physical and electronically) for compliance and completeness based on requirements.

- Review donor financial reports and ensure appropriate notes are included to explain variances.
- Liaise with donors and attend donor meetings as required.

General

- Identify areas for potential cost savings and /or improved efficiency.
- Ensure that Thembaletu Development staff are provided with efficient and effective assistance from the finance unit.
- Ensure that financial policies and procedures are implemented and adhered to.
- Conduct training on finance requirements for Thembaletu Development staff and partner organisations, when required.
- Identifying and managing risk.
- Manage the maintenance and upgrade of financial, payroll and human resources information systems.
- Prepare reports and presentations for management, donors and the Board.

Human Resources Management

- Continuously develop and revise personnel, and human resource development policies; and ensure that every staff member has access to and is well versed in such policies.
- Ensure that projects have appropriate admin and finance officers, follow-up their performance and give the necessary technical support.
- Supervise staff reporting to the post-holder and review performance through the use of regular staff appraisal format.
- Be responsible for the maintenance of meticulous and up-to-date personnel records of individual staff including leaves, assessments, salaries, contracts, personnel files as well as confidential records.
- Comply with all HR policies and procedures.
- Assist with mentoring / coaching of finance team.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Finance
- Strong Pastel Evolution knowledge and experience is preferable
- At least 5 years financial management experience at organisations with annual budgets in excess of R25 million.
- Experience in payroll, banking status and reconciliations, budget and expense planning and reconciliations, general ledger reconciliations, fixed asset control, trial balance and management accounts
- Experience in a project-based non-profit sector that requires financial tracking and reporting for separate programmes/projects.
- Advanced proficiency in MS Office - including word, excel, powerpoint and outlook.
- Excellent English verbal and written communication skills.
- Strong planning and organisation skills.
- Meticulous and able to pay attention to detail.
- Excellent interpersonal skills.
- Able to use discretion and deal with sensitive information in a confidential and professional manner.
- Honesty and integrity.

TO APPLY:

Interested candidates please email a completed bio summary form (download from the top of the vacancies page at www.actionappointments.co.za), a detailed motivation letter and an updated CV by Friday 1st August 2014 to ruth@actionappointments.co.za

