



## VACANCY FOR POSITION OF FINANCE MANAGER

### Internal Advert

The Centre for the Study of Violence and Reconciliation (CSV R) is a non-governmental organisation which envisions societies that are peaceful, equal and free from violence. CSV R aims to understand and prevent violence, heal its effects and build sustainable peace at community, national and regional levels. We do this through collaboration with and learning from the lived and diverse experiences of communities affected by violence and conflict to inform innovative interventions, generate knowledge, shape public discourse, influence policy, hold states accountable and promote gender equality, social cohesion and active citizenship.

CSV R seeks to appoint a Finance Manager based in Johannesburg. The position will entail a full-time one year contract. The successful candidate will work as part of CSV R's Finance Programme.

### Responsibilities

- To manage all aspects of the organization's finances including inter alia:
- To manage staff in the finance department
- Liaise with management on a regular basis to provide advice related to all financial aspects of the organisation
- Ensure that monthly management accounts are produced regularly
- Present results to management with meaningful explanations of material budget variances both organisational and project related
- Bring to the attention of management material liabilities including contingent liabilities
- Distribute project accounts to project managers and obtain explanations for any material deviations from budget or spending rates
- Maintain regular monthly finance meetings with management to review the organisational and project financial status
- Maintain regular finance department work plans and the production of monthly management accounts
- Preparation of financial statements at quarterly Board of Director meetings
- Preparation and presentation of budgets including presentation to the Board of Directors
- Preparation for funder and organisational audits
- Presentation of management accounts to the Board of Directors at their quarterly meetings
- Ensure that financial reports required by funders are prepared and distributed on time
- Ensure regular compliance with the requirements both finance related statutes and internal policies and procedures. This will require awareness through reading etc. of legislative and local and international accounting practice developments and changes
- Maintain and develop financial policies and procedures in accordance with regulatory changes and evolving organisational requirements
- Maintain the organisation's chart of accounts to facilitate the production of meaningful financial reports for both projects and the organisation as a whole

- The maintenance and development of existing and new financial systems
- Provide regular feedback, including performance reviews to staff to enable their development within the organisation
- Develop and implementation plan for finance department
- Support EXCO in developing a funding strategy and investment

**Competency Profile**

- Bachelor degree in accounting
- At least five years' experience working in a financial management position in NGO's
- Strong inter-personal skills to liaise with senior management, funders, auditors etc
- Strong communication and presentation skills, both oral and written
- Above average experience and knowledge of Microsoft Word, Excel and Pastel Evolution
- A strong sense of responsibility and urgency and the ability to deliver regularly on time
- Experience with accounting for foreign currencies
- Strong human resource management skills