



CHIEF FINANCIAL OFFICER

Permanent Position

Job Purpose

Implement the Financial Strategy of the Organization in order to ensure compliance with statutory and contractual requirements, professional reporting and maintain financial stability within the Organization.

Financial Strategy in support of the Organizational Objectives

- Evaluate the Organizational strategic objectives and develop a 5-year financial stabilization strategy for board approval;
- Develop and manage a realistic medium and long term budget and operational plan in collaboration with management.

Financial accounting and administration systems and controls

- Establish and maintain systems, policies, procedures and controls to effectively manage the finance function;
- Comply with all statutory financial reporting, audit and donor reporting requirements;
- Evaluate/develop financial reporting systems for monthly and annual reporting on cash flows, income and expenditure and report on trends and resolve problems;
- Direct the activities department to ensure accurate data capturing and reporting;
- Manage and maintain integration of information into financial systems from other sources/systems within the organisation (e.g. HR, Payroll).


Donor fundraising strategy management

- Develop a funding and fundraising strategy in collaboration with the Directors;
- Lead the processes pertaining to management of donations, tenders and funders;
- Develop and manage processes and procedures in collaboration with the Directors and Head of Supply Chain Management with regard to funding applications and management of donor information and donor reporting.
- Ensure the organization's Monitoring and Evaluation system provides all financial and other data required for donor / funder and procurement reporting;

Supply Chain management

- Ensure that the procurement and provisioning system is fair, equitable, transparent, competitive and cost effective and complies with the Supply Chain Management (SCM) Policy of the Organisation;
- Provide strategic and operational leadership to the Procurement Department;
- Ensure that the SCM policy and procedures are aligned with achieving the Organizational strategic objectives.

Building, Vehicles, support services, office supplies managed via effective systems, procedures and controls

1. Buildings
 - Manage the maintenance of owned properties (buildings and grounds) in compliance with budgets and operational requirements – including negotiations with contractors where necessary;
 - Liaise with landlords, Governmental Municipalities, etc. for effective maintenance of all properties and grounds;
 - Manage and control (via registers) all assets;
 - Manage the use of buildings, including insurance policies, tenant leases and any use by outside organizations;
 - Ensure effective design of all office space in all buildings, working with internal designer where relevant.
 2. Procurement and Logistics
 - Manage all procurements against community / BBBEE targets;
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- Ensure the effective management and control of office supplies and utilities against budget such that staff needs are satisfied;
- From time to time, provide assistance to deal with large orders required for non-office activities e.g. purchasing of supplies for work teams, etc.

3. Transport

- Manage the acquisition and maintenance of all company owned / leased vehicles against operational plans and budgets;
- Establish relevant policies and procedures for the effective management of drivers and usage of all vehicles;
- Comply with SARS regulations on use / issue of company vehicles (communicate such Fringe Benefit tax to Payroll).

Competencies

- Solid financial management and business experience (working with NPOs is desirable though not essential);
- Preparation of financial statements;
- Financial and management accounting knowledge;
- Treasury and investment management;
- A working knowledge of risk management, budgeting and forecasting;
- Computer literacy with good conceptual understanding of computer systems and databases and a knowledge of the information needs for decision makers;
- A working knowledge of donor funding in the NPO context is desirable, but not essential;
- Well-developed financial, analytical and problem solving skills;
- Leadership and people management experience in small to medium sized businesses;

Required qualifications and experience

- A bachelor's degree with Accounting as a major subject OR an NQF7 or higher qualification.
- Completed formal training with a registered firm of accountants registered with SAIPA or SAICA will be advantageous but not essential.
- At least 5 years' experience leading a finance team OR at a senior level within a finance department.

Specific knowledge of:

- Companies Act, 2008
 - Value Added Tax Act, 1991;
 - IFRS;
 - King III or King IV Report on Corporate Governance;
 - Company secretarial and administrative practice
 - Project management;
 - Functional knowledge of law of contracts, client management, corporate and commercial agreements especially SLA's and financing agreements.
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