



FINANCE AND ADMINISTRATION MANAGER POSITION: VACANCY NOTICE

JOB DESCRIPTION	
Job title:	Finance and Administration Manager
Department:	Finance & Administration
Reports to:	ADA Chief Executive Officer
Location:	Pretoria, South Africa
Duration of Post:	Fixed-term Contract will be entered into for one year renewable, based on performance for a maximum of three years.

PURPOSE

Prepares reports for management, summarising ADA's financial position in areas of income, expenses, capital usage and cash flows, and assists with the preparation of strategic plans, budgets and financial forecasts and audits

REQUIRED QUALIFICATIONS

Education

- Tertiary qualification, B.Com (Finance) or in Financial Management or University Degree in Financial Management, Accounting or any other relevant fields.
- A Chartered Accountant will be preferable

Experience

- Five years or more experience in financial management and reporting, budgeting and accounting
- Experience in working for a humanitarian organisation funded by international donors.
- Experience in preparing external audit files for statutory and individual donor audits
- Experience in Donor Financial reports

Knowledge & Competencies

- Excellent knowledge and experience in human resource and operations management
- Sound financial skills and experience (minimum 5 years in senior position)
- Excellent computer skills (such as Excel, Pastel Accounting, Internet).
- Technical knowledge and experience in developing, implementing and monitoring of project work plans, budgets and financial management
- Strict implementation of sound internal controls as per ADA policy
- Good knowledge of and experience in EU grants implementation, financial reporting and management.

Languages

- Fluency in written and spoken English

Skills

- Maintain ethos and values
- Excellent reporting skills
- Excellent verbal and written communication skills
- Strong computer skills (Microsoft Office Packages)
- User knowledge of Pastel financial accounting and Payroll systems.

Character Qualities

- Good Time Management skills.

- Good communication skills; Good presentation skills
- Able to build rapport with clients and colleagues.
- Able to analyse and solve problems; Good organisational skills
- Willingness to sign a confidentiality agreement and performance contract
- Professional and ethical
- Ability to work in a team ; Flexible and adaptable to changing working conditions
- High degree of integrity and discretion in personal conduct
- Self-motivated, with good judgement and initiative; Able to prioritise tasks and meet deadlines
- Good interpersonal skills; High level of attention to detail

Duties applicable to all staff

- Actively work towards the achievement of the ADA goals.
- Abide by and work in accordance with the ADA principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

KEY RESPONSIBILITIES

Regional Office/Programme Financial Management (As per job description)

- Financial Management
- Administrative Functions
- Human Resource Management
- Programme Co-Ordination and Contract Management
- Ensure timely monthly reporting of ADA Accounts
- Plan and organise annual audits of ADA Accounts
- Capturing of all entries into the ADA accounting system by donor cost codes
- Prepare and / or provide input to financial reports for the projects
- Ensure high standard of financial reports from sub-grantee, country and regional offices.
- Follow up sub-grants allocated to the countries accountability reports monthly
- Prepare and periodically update grant income and expenditure budgets

General Support

- Ensure implementation at the ADA Office's financial/administration policies/ procedures
- Support to ADA delegates on missions on financial administration issues
- Contribute to efficient communication and coordination between the ADA Office and the Regional Offices.
- Data processing into Pastel for the reports received from sub-grantee, country and regional offices.

Additionally

- Participate in relevant internal meetings, development forums, workshops, courses etc. on the request (e.g. from governance committees, programme teams and CEO)
- May be required to undertake review visits to sub-grantee, country and regional offices.