



COALITION OF AFRICAN LESBIANS

[CAL]

JOB DESCRIPTION:

FINANCE MANAGER

1. VALUES

- This Job description is a work in progress and part of the learning and knowledge creation culture of the Coalition of African Lesbians, subject to constant review and testing to find the best possible personal and organizational approach to the function
- The position is part of a team that works within a feminist framework and standpoint
- The position is an activist position concerned with making visible power relations in all areas of our work and confronting these
- Collective effort and action is key to our approach to our activism and work
- Respect, trust, transparency, love and openness to learn and build feminist activism internally and externally are values that are core to how this position and the team in general work.

2. PURPOSE

The Operations Team Manager will be responsible for data entry, accounts payable, payroll, grant report entry, managing the organizations HR, helping and creating organizational and program budgets in collaboration with the Director, Finance and Organisational Development Team of CAL, and other misc. tasks.

Reporting to the Director and serving as a member of the Management Team along with the Director, Advocacy and Development Team Leaders, this position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's financial functions.

Working with the management team, the position also contributes to the development and

implementation of organizational strategies, policies and practices. This position will also interact with the Board of Directors.

3. LEVEL

The Position is at MANAGEMENT LEVEL.

4. REPORTING TO

The Finance Manager reports to **the Director of CAL**. This reporting occurs in the context of an organizational structure and organogram which is progressively flattening over time and as a part of our search for new ways of doing feminist work and organizing

Reporting and accountability

This is done by processes and mechanisms such as meetings, reports, email updates, work plans and calendars and other mechanisms as agreed

5. REVIEW AND APPRAISAL

The Position is part of a Secretariat - wide appraisal process as follows:

- Personal or Self review and appraisal
- Peer review by Secretariat staff team members as a collective feminist process
- A one to one review with the Director which takes into account the self-review and peer review

Ends with the development of a set of ***positions and actions*** for further development of both the position itself and the person who occupies the Position and makes recommendations to others in the Secretariat Team and beyond

6. AREAS OF WORK AND KEY PERFORMANCE INDICATORS

6A. ORGANISATIONAL CULTURE

OD AREA I

Personal growth and development within a feminist framework

- Makes time for and is consistent about self-reflection and is able to both critique herself and recognize, articulate and affirm her development

OD AREA II

RESPONSIBILITIES BY FUNCTION:

Financial Management

- Direct annual budgeting and planning process for the organization's annual budget with Director;
- Develop and manage annual budget ;
- Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting;
- Managing day to day processing of accounts receivable and payable using Pastel, producing reports as requested;
- Reconciling monthly activity, generating year-end reports, and fulfilling tax related requirements;
- Assisting Director and Finance Team in creating annual organizational budget and monitoring cash flow.
- Managing grantor contracts and reimbursement requests.
- Maintaining Intersection's archival and administrative files.
- Administering payroll and employee benefits and organizational insurance.
- Ensure that Finance Team requests are resolved and communicated in a timely manner to internal and external parties.
- Develop long-range forecasts and maintain long-range financial plans.
- Develop, maintain and monitor all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.
- Prepare annual audit and be a liaison with all outside vendor.

Organizational Effectiveness

- Manage functions.

- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.
- Drive initiatives in the management team and organizationally that contribute to long-term operational excellence.
- Providing consulting services on matters related to fundraising, tax and insurance questions, and business structure and growth.

Organizational Leadership

- Contribute to short and long-term organizational planning and strategy as a member of the management team

Risk Management

- Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.
- Oversee organizational insurance policies.

Administration

- Establishes a system for ensuring her own efficiency and attention to detail;
- Works with team to contribute to a more efficient Secretariat.

Education, skills and experience

- Bachelors or Honours Degree in Finance Management, Commerce or Accounting
- Commitment to social justice and the mission
- At least 3 years experience in Financial Management
- Strong background and work experience in Finance
- Excellent computer skills and proficient in excel, word, outlook, and access
- Excellent communication skills both verbal and written
- 3 plus years experience in bookkeeping
- Knowledge of NGO contract management and +Knowledge and experience in organizational effectiveness and operations management implementing best practices.
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives.

- Excellent interpersonal skills and a collaborative management style.
- Budget development and oversight experience
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Knowledge of tax and other compliance implications of non-profit status
- Excels at operating in an fast pace, community environment
- Excellent people manager, open to direction and +Collaborative work style and commitment to get the job done
- Ability to challenge and debate issues of importance to the organization.
- Ability to look at situations from several points of view
- Persuasive with details and facts
- Delegate responsibilities effectively
- High comfort level working in a diverse environment.