



JOB DESCRIPTION

JOB TITLE: Finance and Operations Director, Orbis Africa

DEPARTMENT: Finance and Operations

DATE: July 2014

JOB SUMMARY:

The Finance and Operations Director oversees the financial and operational requirements of Orbis Africa, including human resources. This role ensures that the efficiency, relevance and impact of the Orbis Africa operation is maximised within the Africa region. The Finance and Operations Director is a member of the Orbis Africa Senior Management Team and works with the regional Europe, Middle East and Africa and global Orbis International Teams.

REPORTING & WORKING RELATIONSHIPS:

Reports to: CEO Orbis Africa

Manages: Finance Manager and Business Support Officer.

ESSENTIAL JOB FUNCTIONS:

Financial Management and Analysis

- Ensure that Orbis Africa is compliant with all legal and financial regulations and adheres to financial policies as agreed by the Board of Directors
- Ensure that technical solutions are cost effective and of a high quality
- Supervise the Finance Manager, providing support to ensure that the Finance team's objectives and responsibilities are met
- Oversee cash flow planning and ensure availability of funds as needed
- Oversee financial strategies and activities, as well as banking relationships
- Oversee that approved budgets, forecasts, and monitoring/controls, are in place to maintain the annual plan for Orbis Africa
- Oversee audits and the proper filing of tax returns; ensure legal and regulatory compliance regarding all financial functions
- Oversee timeliness, accuracy, and usefulness of financial and management reporting for the Board of Directors, relevant Orbis offices and funders.
- Oversee the preparation and communication of monthly, quarterly and annual financial statements.

Operations Management

- Supervise the Business Support Officer, providing support to ensure that the Operation team's objectives and responsibilities are met
- Oversee the efficient management of Orbis Africa travel and ensure cost effective and safe travel services to Orbis staff, volunteers and guests
- Manage facility-related contract negotiations
- Make provision for safe and healthy work environments in line with the Occupational Health and Safety Act and other relevant legislation.

- Monitor changes in laws, regulations and technology that may affect departmental operations; implement policy and procedural changes as required.
- Ensure the ICT strategy, systems and infrastructure is put in place and is responsive to the needs of the organisation and all employees.

Human Resources Management

- Support the CEO on the annual workforce planning exercise for Orbis Africa
- Overall management and oversight of the local employee benefits
- Safekeeping of employee files and other Human Resources records
- Provide Human Resources information for new staff members
- Communicate and support the organisation's values and culture initiative
- Ensure compliance with the organisation's guidelines covering skill assessment, contracts, policies and training for staff
- Ensure policies are compliant with current law
- Participate in person and/or via teleconference in HR liaison meetings organised and coordinated by the Global HR Team

CEO Support

- Support the CEO with preparations and reporting requirements for the Orbis Africa Board
- Ensure compliance with all legal obligations of Orbis Africa
- Provide advice on wording of contracts
- Implement and maintain risk management, including insurance, foreign exchange and risk register up-dates
- Provides updates to the Orbis Africa Board on financial and operational matters

External Relations

- As required, Represent Orbis Africa at professional forums and meetings, participate in public relations and fundraising events

QUALIFICATIONS & EXPERIENCE:

The ideal candidate will be a seasoned professional with excellent management and team building skills, who will have the following experience and characteristics:

- At least 15 years of demonstrated experience gained in a business or non-profit sector organisation
- Business Management degree or equivalent
- Familiarity with grants, contracts and government funding mechanisms; an ideal background would include experience in an international nongovernmental organisation
- Computer literate and competent on standard Microsoft Office applications
- Previous experience in or knowledge of non-profit accounting, including fund and grant accounting, compliance, and regulatory reporting highly desired
- Demonstrated ability to conduct complex analysis of financial data; ability to forecast and assess financial impact of proposed plans and projects; proactive leadership to identify gaps and recommend solutions
- The ability to communicate effectively, both orally and in writing, with diverse audiences, internally and externally
- Knowledge of the South African legal environment

PERSONAL CHARACTERISTICS:

The successful candidate should be committed to the mission and goals of Orbis and be or have the following:

- An inspiring and dedicated manager who can effect change; must impart credibility, trust, enthusiasm, and integrity and motivate others in the same vein.
- A mature level of judgment and decision making in a changing forward thinking environment.
- Excellent analytical skills.
- Flexibility to work in a rapidly changing environment, with an appetite for and sensitivity to working with and in diverse cultures.
- Ability to work with a group of diverse personalities.