



Finance and Operations Manager

Based in Johannesburg, the Tshwaranang Legal Advocacy Centre to end violence against women (TLAC) promotes the right of women to live free from violence through research, advocacy, capacity building and impact litigation.

TLAC is looking for a committed, suitably qualified and experienced individual to fill the position of Finance and Operations Manager.

Job Summary

Reporting to the Executive Director (ED) and serving as a member of the management team, this position's primary responsibility is ensuring management and implementation of the financial functions and organisational effectiveness through responsibility for day-to-day operations; improving organisational systems, processes and policies; and managing human resources, IT, and Procurement.

Working with the management team, the position also contributes to the development and implementation of organisational strategy, policies and practices. The position will also interact with the Board of Directors.

Qualifications and Experience

- Relevant qualifications with a very good working knowledge of South African Generally Accepted Accounting Practices
- More than 5 years' experience of working with finances in an NGO environment and with multiple donors.
- Budget development and oversight experience.
- Knowledge of tax and other compliance implications of non-profit status.
- Knowledge and experience of Pastel Accounting, Pastel Payroll, Excel and Word.
- Registration with a relevant accounting body.
- Experience in managing office operations, HR and other support functions.
- Understanding of critical HR processes and systems required to support organisational effectiveness.
- Demonstrated analytical and problem solving skills which support and enable sound decision making, with attention to detail.
- Excellent communication skills and interpersonal skills, including the ability to communicate effectively with stakeholders at all levels.
- Proven ability to manage multiple tasks and work to strict deadlines.
- Proven ability to work as a team member and a collaborative management style.
- Fluency in English is a requirement.
- Valid driver's license.
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Commitment to principles of Human Rights and Gender Equality.

*View the full job description and application instructions on the Vacancies page at www.actionappointments.co.za and email your application by **Friday 7th March 2014** to tracy@actionappointments.co.za*

