

Lawyers against Abuse is seeking a Finance Manager



Job Description

Lawyers against Abuse (LvA) seeks a dedicated and experienced Finance Manager to join our team. In this role, you will be responsible for managing all financial aspects of our non-profit organization. This includes budgeting, financial reporting, auditing, compliance and financial planning. You will work closely with the executive team to develop financial strategies and ensure the financial stability of our organization. You will also be responsible for overseeing administrative functions and facilities maintenance. The ideal candidate has a strong background in finance, excellent leadership skills, and a passion for non-profit work.

The role is a permanent, full-time position and is based in Diepsloot, Johannesburg.

About Lawyers against Abuse

Established in 2011, Lawyers against Abuse is a non-profit organisation whose mission is to ensure meaningful access to justice for victims of gender-based violence (GBV) by providing legal services and psychosocial support, empowering communities and engaging state actors. LvA operates walk-in centres in Diepsloot, Orange Farm and Hillbrow.

Key Responsibilities

Financial Management

- **Accounting:** manage all accounting functions on Sage One (general ledger management, balance sheet reconciliation, bank reconciliation, payroll); produce monthly management accounts.
- **Financial Reporting:** maintain internal income and expenditure tracking system; prepare monthly budget monitoring reports, monthly monitoring reports per donor; prepare quarterly financial reports for board of directors (budget monitoring report, cash flow forecast).
- **Audit:** support external accountants in preparing annual financial statements, including preparing information for year-end journals; lead contact during annual audit, including responding to all audit queries.
- **Financial Planning:** oversee and lead the annual budgeting and planning process in conjunction with the Executive Director.
- **Payments:** process invoices, staff reimbursements, and expenditure requests - load payments for authorisation and ensure necessary documentation is received to authorise payments.
- **Petty Cash:** manage petty cash processes; oversee weekly petty cash reconciliations.
- **Financial Records:** ensure all financial records are stored on shared drive.
- **Grant and Fund Management:** produce donor financial reports when required; support development of project budgets for grant applications, as needed.
- **Asset Management:** maintain asset register; ensure proper use of assets in accordance with LvA policies; ensure accurate vehicle log-book records.
- **Procurement:** advise project staff of suppliers, price and quality of goods procurement; assist project staff to understand and comply with procurement policy and procedures.
- **Policies and Compliance:** ensure compliance with financial policies and procedures; assist with updating and/or developing new policies and procedures; ensure compliance with all statutory requirements including VAT, tax and COIDA.

Human Resources and Administration

- **Payroll:** work with 3rd party service provider to manage payroll process; manage salary payments.

- **Recruitment:** Assist with candidate interviews, as needed; train new hires on policies & procedures; prepare new employee file.
- **Administration & Facilities:** Oversee administrative functions as well as facilities maintenance to ensure efficient operations.
- **Supervision:** Supervise Admin & Finance Team (currently consisting of one Administrative Assistant).

Qualifications and Experience

- Degree or at least a relevant Diploma in Finance / Accounting
- Minimum of 3 years' experience with donor funded organisation with strong financial systems, controls and procedures
- Understanding of NGO sector and financial management of donor funds
- High level computer literacy skills, especially in Excel. Experience in Sage beneficial
- Excellent analytical, report writing and general communication skills
- Demonstrated ability to work efficiently, both individually and in a team
- Excellent time management, attention to detail, and ability to prioritise
- Be a mature and ethical individual with high personal standards of trustworthiness, honesty, accountability, and discretion