

Job Title: Finance Manager- Global Fund AGYW Project

Reports to: Project Director

Location: Richards Bay

Job overview: The purpose of the Finance Manager will be to implement provide Strategic Analytics & Management (SAM) Financial, Admin and Payroll systems for the Global Fund AGYW project funded through AFSA. The Finance Manager will oversee all financial matters, ensure consistency with standard operating procedures, policies and accounting principles, and ensure financial reporting according to Global Fund contractual requirements. The Finance Manager will work closely with the Project Director and other senior staff to advise on SAM's financial standing and compliance with donor and statutory requirements through regular financial expenditure reports.

Key Responsibilities and Duties:

- Leadership of all aspects of financial management, accounts and controls
- Produce monthly accounts and variance analysis for decision making
- Prepare annual budget, cash requests, and quarterly re-forecasts
- Implement internal and external audit recommendations
- Prepare year end accounts and oversee external audit
- Prepare grant budget and financial reports in line with contract requirements
- Ensure policies and procedures are upheld, reviewed and updated annually

Financial Management

- Ensure organisational compliance with International finance regulations
- Lead development of financial plans, budgets and forecasts
- Prepare financial statements and lead preparation of year end accounts
- Produce monthly income and expenditure statements for management
- Monitor grant funded projects and provide accurate reporting
- Review financial processes and procedures on an annual basis
- Prepare accurate and timely financial reports for grant funders as required
- Carry out benchmarking exercises and supplier reviews to obtain value for money

Accounting functions

- Ensure that all accounting transactions are maintained on the Sage Pastel accounting software and closed off monthly.

- Ensure that all accounting records and books of accounts are kept up to date and are in accordance with SAM's chart of accounts
- Ensure that all payments to supplies and/or projects are in accordance with SAM's regulations and approved plans/budgets
- Ensure that grant funds are received as per disbursements agreements and that expenditure by all staff is coded by unit and grant correctly
- Ensure that bank reconciliation as well as debtors and creditors statements are done monthly.

Admin and Payroll

- Maintain staff contracts and capture remuneration packages on the payroll system
- Review and get payroll approved by program director, before transferring the electronic file to be released from the bank.
- Ensure that the payroll benefits schedules are reconciled and paid at month end.
- Ensure that PAYE, VAT and UIF are reconciled and paid over.
- Reconcile the salary account monthly.
- Ensure that staff advances and per diem are paid according to the SAM travel policies.

Internal control management

- Maintain an effective system of internal control to provide SAM with reasonable assurance that assets are safeguarded, transactions are authorized, valid, complete and accurate.
- Ensure adequate separation of duties. No person should have control over a transaction from beginning to end. Ideally, no person should be able to record, authorize and reconcile a transaction. When unable to sufficiently separate duties, the SAM CEO should increase the review and oversight function.
- Ensure that transactions are authorized and performed by persons acting within the range of their authority.
- Ensure that transactions are clearly and thoroughly documented and available for review.
- Perform reconciliations regularly (monthly, quarterly and annually).

Sub partners management

- Ensure receipt of timely and accurate financial reports from sub partners.
- Budget monitoring and assisting on reviewing the sub partner's budgets.
- Being part of the team performing close-out of completed awards.
- Maintain chart of accounts to ensure proper tracking and reporting for internal use and grant requirements.
- Maintain sub partner files for all the expenses processed, approved and paid to date.

- Ensure that sub partners advances and expenses are accurately recorded in the accounting system and reconciled to supporting documentation.
- Ensure compliance with laws of the country and applicable regulations of the donor .
- Ensure that all communication with partners is in writing and filed both manually and electronically.

Other duties

- Perform other duties as may be assigned by the SAM CEO/program Director.

Requirements:

- Diploma/degree in Accounting or related fields
- Organisational and technical writing skills
- Experience of managing sub grants in the NGO sector
- Ability to work in a high pressured environment
- Ability to pay attention to details
- Valid driver's licence

Please forward your applications **to: Daniel Balaba Strategic Analytics & Management** | Tel +27 012 348 2394 | e-mail address info@backandsafe.org | www.strategicanalyticsmx.co.za