



FINANCE & OPERATIONS MANAGER –COMPONENT 1

(Reporting to the Chief Financial Officer)

(2 years fixed-term contract, renewable)

JOB PURPOSE

To provide expert leadership in financial operations and management to the USAID OVC program in South Africa.

To ensure efficient resource deployment and use, program accounting and financial reporting systems, cost-share and related reporting and ensuring compliance with USAID financial and accounting rules and regulations.

- **Component 1: Orphans, Vulnerable Children, Adolescents and Youth.**

Component 1 aims to mitigate the impact of HIV and improves the health and wellbeing of OVCA&Y through the delivery of high-impact, age-appropriate interventions customized for each OVCA&Y sub-population. Activities under Component 1 aims to ensure that children are healthy by improving access to health/HIV services; safe by improving child protection and prevention of GBV; stable by improving household economic security and linkage to social protection; and schooled by improving school retention and progression and early childhood development. The activities under this component will intensify the identification of OVCA&Y sub populations at risk for HIV infection - HIV+ children and adolescents, HIV-exposed infants, children of PLHIV, children orphaned due to AIDS, young girls and adolescents (age 10-17 years) at risk of HIV infection, children and adolescents experiencing violence, increases access to and enrolls them into HIV care and treatment clinical services, and supports their retention in those services.

KEY RESPONSIBILITIES

Accounting and Cash Flow Management

- Ensure that accurate accounting records are maintained in accordance with USAID requirements.
- Provide timely and accurate financial reports as required
- Review and approve recommendations for financial planning and control, providing relevant fiscal information to senior management team
- Support subcontractors as needed to ensure sound financial management and operations

- Ensure sub-contracts, sub-grants and local consultancy documents and procedures are completed in a timely and correct manner and comply with company and USAID policies and regulations
- Assist the CFO in the design and implementation of internal controls, financial policies and procedures.
- Supervise and review the work of the USAID finance team.
- Manage the Project's cash flow and ensure interest on surplus cash is optimised.
- Review EFT payment requests.
- Ensure contract commitments are accurately accounted for.
- Ensure that VAT and other relevant legislation is complied with.

Budgeting

- Develop program budgets and monitor budget pipelines
- Prepare budget submissions to the USAID.
- Manage the preparation of quarterly expenditure reports and forecasts.
- Monitor actual expenditure against budgets, identify variances and ensure that appropriate follow up action is taken.
- Prepare / review budgets for grant proposals.

Audits

- Manage internal and external financial audits of the program;
- Prepare statutory annual financial statements in compliance with IFRS.
- Lead, manage and oversee audit preparations and liaison with auditors to ensure timeous, efficient and successful statutory and project audits.
- Ensure that audit findings are timeously resolved.

General

- Identify areas for potential cost savings.
- Review the effectiveness of accounting and reporting systems on an ongoing basis to identify areas for enhancement.
- Ensure that Soul City Institute staff are provided with efficient and effective assistance from the finance unit.
- Ensure that financial policies and procedures are implemented and adhered to.
- Conduct training on finance requirements for Soul City Institute staff and partner organisations, when required.
- Assist the procurement manager in ensuring spending by the organisation is undertaken with due regard to value for money and in accordance with the procurement policy.
- Assist the CFO in Identifying and managing risk.
- Prepare reports and presentations for management, donors and the Board.
- Participate in the management of the organisation.

Human Resources Management

- Comply with all HR policies and procedures.
- Effectively direct, guide and manage the finance team.
- Performance management of direct reports.
- Engage with the finance team on the organisation's vision and values to ensure a shared understanding.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in finance, business administration or a closely related field. A Master's degree or CA (SA) will be an added advantage;
- 8+ years of progressively responsible experience in overseeing financial operations and management of large-scale, complex development activities in developing countries;
- 5+ years of experience overseeing the procurement administration and financial management and reporting of a PEPFAR-funded activity;
- Demonstrated working knowledge of U.S. Government financial and procurement rules and regulations; and
- Demonstrated written, presentation, communication and organizational skills in English.

COMPETENCIES

- Proficiency in MS Office - including word, powerpoint and outlook.
- Advanced proficiency in MS Excel
- Advance user inSAGE 300 (ACCPAC) or similar accounting packages.
- Excellent English verbal and written communication skills.
- Strong planning and organisation skills.
- Meticulous and able to pay attention to detail.
- Excellent interpersonal skills.
- Able to multi-task and prioritise.
- Self-motivated, a self-starter and able to work with limited supervision.
- Good work ethic.
- Able to exercise judgement.
- Able to use discretion and deal with sensitive information in a confidential and professional manner.
- Honesty and integrity.
- Innovative in problem solving.
- Able to work under pressure and meet deadlines.
- Able to use own initiative and take ownership of his/her tasks.
- Able to analyse and evaluate data and information.
- Able to generate and adapt creative ideas and solutions to improve performance.
- Good team player.
- Valid Driver License
- Own transport

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**APPOINTMENT IS DEPENDENT ON SUCCESSFUL APPLICATION OF THE
USAID RFA**

Local South African candidates are strongly encouraged to apply

**CLOSING DATE FOR APPLICATIONS: WEDNESDAY, 03RD JANUARY 2018,
16h30.**

PLEASE FORWARD YOUR CV AND COVER LETTER TO:

recruitment@soulcity.org.za