



JOB PROFILE

SECTION A: JOB TITLE

A.1 JOB IDENTIFICATION	
1. Job Title	Finance and Administration Manager
2. Job Grade	E2

A.2 LOCATION OF POSITION	
Division	Finance and Administration
Department	Finance and Administration

A.3 REPORTING LINE	
Immediate Superior	
Chief Executive Officer (CEO)	
Number of Direct Report(s)	
2	
Number of In-Direct Report(s)	
Internal Audit	

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POSITION

B.0 PREAMBLE

The Southern Africa Trust is committed to fostering a workplace that upholds feminist principles, values and ethos. All staff and Board members strive to live and reflect these values and principles as articulated in our strategy and in our ways of working and relating, internally and externally.

B.1 JOB PURPOSE

The Finance and Administration Manager is a member of the Management Team of the Trust and contributes to the delivery of the Trust strategy. The role leads the finance and administration functions and leads in the development and implementation of the financial plans and budgets, contributing to the Trust operational plan. The role provides financial management, reporting and accounting subject matter expertise to the Trust and oversees important outsourced functions such as the audit process. The role will work closely with country programmes playing a critical role in overseeing financial operations, budget management, financial reporting and administration processes.

B.2 DUTIES OF THE POSITION

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Outcome (Expected Results)	Weighting
1	Strategy development and implementation	<ul style="list-style-type: none"> Contributes to the development and execution of the Trust's strategy. Leads the development, utilisation and reporting on annual departmental financial plans and budgets in line with the overall Trust's operational plan. Leads in the development, implementation and reviewing of internal financial control systems, policies, and procedures. Collaborates with the CEO with driving sustainability in all financial processes and systems Ensures compliance with the organisational and governmental policies and regulations Prepares the Trust's annual budget and monitors compliance in conjunction with departmental managers Coordinates with the Trust's country programmes, supporting with budget preparation as well as monitoring compliance Provides the CEO and Board with the detailed costing of implementing the Trust's strategy <p>Risk Management</p> <ul style="list-style-type: none"> Identifies financial and compliance related risks and implements appropriate risks management strategies working with the CEO Identifies financial and compliance related risks at country programmes and support with implementation of risk management strategies Updates and monitors the risk register working closely with Internal audit and reports to the Board and Audit committee 	<ul style="list-style-type: none"> Drive improved efficiencies and minimise costs Financial policies, internal control systems in place Quarterly and annual performance reports with supporting documentation are provided in the agreed formats Risk management to the Trust managed and monitored effectively Compliance with regulations Country programme support/ compliance/ risk management 	20%

		<p>on the risk register</p> <ul style="list-style-type: none"> Ensures that the Trust is adequately insured, including country programmes 		
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NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Outcome (Expected Results)	Weighting
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<p>2.</p>	<p>Financial management and accounting</p>	<ul style="list-style-type: none"> ● Prepares budget guidelines for distribution to management, country programmes and staff ● Monitors variances between actual and budgeted revenue and expenses ● Reviews variance reports on actual versus budgeting revenue and expenses ● Reviews monthly, quarterly, interim and annual financial statements that are compliant with prescribed accounting standards, PFMA and IFRS ● Submits financial statements through to the CEO for review ● Reviews the Trust fixed asset register to ensure it is fully updated and reconciled to the General Ledger ● Reviews monthly status and performance reports for Finance for submission to the CEO for review ● Reviews monthly management report packs: reviews and signs off cash movement schedules and bank reconciliations and ensure supporting documentation is made available ● Advises line management during budgeting and forecasting exercises ● Oversees financial management and accounting at country programme working in collaboration with the CEO and Country Managers ● Oversees the response of queries on annual basis raised by Internal and External Audit 	<ul style="list-style-type: none"> ● Annual budgeting process completed on time and accurately ● Compliance with budgetary policy, procedures and guidelines ● Approved budget is spent according to objectives stipulated in the overall Strategy ● Comprehensive, accurate and timely financial reporting ● Timeous and reconciled asset management reports ● Policy and procedure manual aligned to latest accounting standards and updated on an annual basis ● Country programme support 	<p style="text-align: center;">20%</p>
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NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Outcome (Expected Results)	Weighting
3.	Financial management reporting	<ul style="list-style-type: none"> ● Prepares consolidated financial management reports and ensures that monthly bank statements are balanced ● Prepares quarterly financial reports for trustees and donors ● Contributes to ensuring that all financial reporting obligations to donors are met ● Compiles cash flow forecasts and projections using relevant financial data and information ● Consolidates information on interest rate quotations from four independent banks and calculates projected returns ● Manages investments with appropriate financial institutions using due diligence while managing risks ● Facilitates annual external audits of the Trust's financial records ● Ensures that all items from the auditors' management report are addressed before next audit ● Leads on the preparation of the grant's disbursements schedule in collaboration with the Operations team ● Ensures that the grants partners reports, and advance requests are reviewed and approved before further grant disbursements are made ● Responsible for supporting country programmes with financial management reporting in accordance with the Trust's policies and procedures 	<ul style="list-style-type: none"> ● Minimised litigation risk and audit findings through effective and efficient financial advice and decisions ● Manage risk and audit findings through effective and efficient financial reporting ● Financial reports for trustees and donors accurately and timeously prepared ● Achieves optimal returns while managing risks on investments ● Country programme support 	20%

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Outcome (Expected Results)	Weighting
4.	Provide financial technical support	<ul style="list-style-type: none"> • Provides guidance and advice on financial matters to all internal and external stakeholders as directed by the CEO and Managers in line with legislative and statutory requirements • Manages the risk associated with financial matters, monitors adherence to best practice processes and procedures • Oversees the preparation for internal and external auditors by guiding the team to ensure that working files and the necessary supporting documentation is made available. Is the contact liaison with partners from the audit firm • Provides guidance and advice to country programmes on financial matters, guiding the tgeam through internal and external audit planning and processes • Activates effective and appropriate steps to prevent any irregular expenditure in Finance • Recommends appropriate system enhancements and updating of procedure manuals • Drives education of all the Trust's employees, ensuring transfer of appropriate financial management skills (e.g., budgeting skills and Finance policies) • Represents the Trust within various financial management forums • Ensures effective and efficient management and functioning of financial systems, such as ACCPAC, etc. • Audits adherence to procedures and guidelines, taking appropriate corrective action and minimizing potential risk to the Trust in terms of finance. 	<ul style="list-style-type: none"> • Minimal findings on irregular and wasteful expenditure • Financial risks identified and control systems and plans in place to mitigate risks and support the Trust's goals • Timeous preparation of audit file / documentation • Accurate and timeous submission of compliance report • Effective country programme support 	15%

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Outcome (Expected Results)	Weighting
5.	Payroll, Procurement and Accounts Payment Management services	<ul style="list-style-type: none"> • Integrates payroll data between the Payroll and Finance systems • Manages and monitors adherence to payroll policy and procedures including accurate reconciliations while ensuring that relevant payroll and taxation compliance is adhered to • Ensures availability of policies and monitor adherence to payroll policy and procedures, as well as statutory related payments • Ensures timeous effecting of payment to staff members and third parties • Manages the timeous completion of SARS and other regulatory bodies (COIDA, Labour department) returns, payments and reconciliations within the prescribed time • Identifies and monitors strategic Accounts Payable Management risks, alert management and make recommendations on risk mitigation actions • Reports to the CEO on the activities of the Accounts Payable Management and prepare performance reports • Working closely with the Operations Manager, develops annual procurement plans that are aligned to the business strategy • Working closely with the Operations Manager develops and reviews procurement policies, guidelines and procedures to ensure compliance to ethical procurement in line with the National Procurement Legislative Framework • Monitors adherence to authority limits and delegation of authority and ensures proper documentation thereof 	<ul style="list-style-type: none"> • Timeous, accurate and completeness of payroll • Compliance to payroll policy and procedures • Timeous, accurate and complete returns to SARS and other relevant stakeholders • Ethical and efficient procurement processes 	15%

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Outcome (Expected Results)	Weighting
6.	People Management	<ul style="list-style-type: none"> • Ensures Unit staff recruitment, placement, onboarding, and HR cycle management to meet the Trust's objectives • Sets, agrees and monitors performance of direct reports, and outsourced services ensuring that their KPAs and SLAs are aligned with performance agreements • Leads in the identification of staff development needs and the provision of coaching and mentoring as appropriate • Ensures employment equity compliance for the Trust • Facilitates staff productivity mechanisms and efficiency, minimizing absenteeism • Leads the development and implementation of the staff recognition framework • Fosters a positive work environment that prioritizes the health, safety, and overall well-being of employees. 	<ul style="list-style-type: none"> • Department fully resourced to achieve business objectives • High performing team resulting in excellent service levels internally • Performance reviews carried out continuously • Annual training plans in place for all staff and implemented where budget permits • Motivated, engaged and high performing teams 	10%

This job description is written at a specific time and is subject to change as the demands of the business and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

B.3 AUTHORITY OF THE POST

This outlines the authority the jobholder has to make decisions or to take independent action without reference to a superior. Limits of authority are included in the delegation of authority (DoA)

- Decision making with respect to critical development on financial management
- Recommendation of appropriate course of action to the Chief Executive Officer and staff members with respect to specific areas of work
- Expending of resources allocated to the **section**, within and in line with policy
- Management of resources allocated to the **section** in line with organizational policies
- Act independently with reference to the Line Manager and in terms of the following legislations and regulations: -
 - All policies, procedures and strategies in line with legislative and statutory requirements
 - Companies Act, PMFA, Employment Equity Act (EEA), Skills Development Act (SDA), Basic Conditions of Employment Act (BCOE), Labour Relations Act (LRA)
 - Any other legislation and national policies that has a bearing **poverty, inequality and human rights development** with specific reference to:
 - Women empowerment
 - Youth development
 - Gender
 - Climate change regulations
 - Value for money
 - Innovation
 - Risk taking
 - Administrative processes and procedures on operations and finance matters
- Public Finance and Management Act (PFMA)

B.4 KEY INTERNAL AND EXTERNAL INFLUENCERS

Internal	Board and Sub Committees All staff Country Programmes
External	Sector Stakeholders Banks Clients Public Government departments Suppliers

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities.

C.1 ESSENTIAL REQUIREMENTS OF THE POST State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	<ul style="list-style-type: none">• Post Graduate degree in Finance or Accounting, CIMA or ACA
Experience	<ul style="list-style-type: none">• 8-10 years of relevant experience in a similar position, of which at least 5 years must have been at a management level.• At least 3 years auditing experience

KEY COMPETENCIES:

Technical competencies	Skills	Values/Attributes
<ul style="list-style-type: none"> ● Leadership and business management skills ● Understanding of financial systems ● Ability to lead change and provide strategic input ● Analytical ability and decisiveness ● Emotional intelligence ● Risk Management ● Understanding of corporate governance principles ● Financial Management Principles ● Quality management ● Policy implementation and compliance ● Stakeholder management ● Project management ● Understanding of business development and sustainability principles ● An understanding of the strategic delivery requirements of the Trust ● Understanding of poverty and inequality challenges and human rights development ● Knowledge of all applicable national legislation and policies 	<ul style="list-style-type: none"> ● Interpersonal skills ● Problem solving and analysis ● Numeracy skills ● Follow up ● People and Diversity management ● Change Management ● Client Orientation and customer focus ● Conflict management ● Communication skills ● Decision making ● Analytical thinking ● Negotiation Skills ● Networking Skills ● Written and Verbal communication ● Supplier management ● Business acumen ● Sustainability Skills ● Business Development Skills 	<ul style="list-style-type: none"> ● Accountability and ethical conduct ● Quality oriented ● Detailed focused ● Judgment ● Systems and Rational thinking ● Deadline-oriented ● Analytical ability ● Task oriented ● Prioritising ● Professionalism ● Positive attitude ● Flexibility ● Adaptability ● Initiative ● Integrity ● Passion for development

SECTION D: APPROVAL OF JOB DESCRIPTION

TITLE	NAME	SIGNATURE	DATE
Chief Executive Officer			
Incumbent			