

DEMOCRACY WORKS FOUNDATION VACANCY

Position: Finance Manager

Location: Johannesburg

Start date: 01 May 2018, or as soon as possible

Contract type: Fixed term

Democracy Works Foundation is an organisation committed to empowering citizens with the tools to make democracy work. DWF analyses the health of democracy and implements innovative interventions and technologies in order to foster inclusive development through a deepening of democratic culture and capacity whilst ensuring sustainability and independence of its operations.

To this end, DWF seeks applications from exceptional candidates for the role of Finance Manager, to be based in the Johannesburg office. The successful candidate will join a diverse, high functioning team working on various donor funded programs.

Position Summary

The Finance Manager will be responsible for the organisation's financial management and accounting and will oversee project finances and budget and review all expenditure.

S/he will manage the organisation's finances effectively to meet organisational objectives, in line with International Financial Reporting Standards (IFRS) and South African legal requirements.

This is a fixed term contract until the end of the project in September 2020.

If you believe that you are the right candidate for this role, then send in your application before **C.O.B. 02 April 2018** to recruitment@democracyworks.org.za and specify the position title in the subject line of your email. Applications must consist of a one-page application letter and a CV.

Duties and responsibilities (may include, but are not limited to)

- Working closely with the ED and the management team, prepare the timely delivery of accurate and useful financial reports
- Variance analysis of monthly, quarterly and annual financial position
- Review, investigate and report variances; check final monthly accounts
- Support and advise senior management in decision making
- Reporting to donors and other stakeholders on organizational expenditure
- Forecast and manage organisation's cashflow
- Providing support to programme staff regarding budgets for proposals/projects, financial reports and their implications on projects

- Provide quality financial management support to programme implementation to result in timely and effective execution of activities as per workplans.
- Coordinate and implement appropriate plan for control of fiscal operations;
- Ensure accurate preparation and issuance of internal and external financial reports (including review and assessment of current accounting and financial reporting systems);
- Review and approve the monthly payroll and ensure timely payments of PAYE to SARS
- Develop and manage budgets for specific projects and to sign off expenditure up to pre-agreed limits in accordance with delegated authority.

Qualifications & Experience

- Post graduate degree in Accounting, Finance or related field
- Minimum of 6 years' experience in accounting/budgeting management, four of which should be in an NGO sector
- Experience in Pastel evolution accounting software, Microsoft Office and advanced knowledge of Excel spreadsheets
- Ability to administer and execute financial processes and transactions
- Good administrative and inter personal skills
- Ability to train staff in financial systems
- Able to handle pressure and change
- Valid driver's license
- Knowledge of USAID and EU grants, contracting and auditing standards as they apply to effective management of multi-year funds
- Knowledge of generally accepted accounting, budgeting and fiscal control theory and practices
- Budget development skills with multi funding sources and general ledger skills
- Work independently with initiative to manage high volume work flow, may structure work of staff members.

Experience, knowledge and key skills

- Excellent knowledge of international donor rules and regulations
- Strong interpersonal, oral and written communication and analytical skills
- ACCA or CASA qualified/part-qualified
- Minimum of two years professional accounting/finance experience with exposure to general ledger and budgets
- International NGO management experience a plus
- Ability to prioritise, multi-task and take initiative
- Organisational skills needed as well as strong attention to detail
- Ability and willingness to work with discretion in confidential matters
- A fair understanding of politics in South and Southern Africa

Other skills and behaviours

- High levels of creativity, and innovative problem solving
- Sensitivity towards gender, sexual, ethnic/race, cultural identities.
- Ability to involve other people, harness and build on their ideas.
- Strong interpersonal skills, coupled with ability to influence, advise and train

- Demonstrate commitment to team work with a high degree of integrity, dependability and confidentiality.
- Strong analytical and conceptual skills.
- An understanding of and affinity with DWF's vision, mission and values.

Selection Process:

- Preferred candidate must be a South African citizen or permanent resident.
- Must be in possession of a driver's license valid for South Africa.
- The working language of the Southern Africa office is English.

Democracy Works seeks to ensure that all qualified people have an equal opportunity to obtain a position and that those who have been discriminated against unfairly in the past are treated in accordance with the legal obligations imposed by the country in which employment is taking place as well as the affirmative principles of the organization.

Due to the short timeline for this requirement DWF will review applications throughout the advertising period and will only consider applications submitted before the stipulated close date. Only shortlisted candidates will be notified for interviews. *If you have not heard from us within two (2) weeks after the closing date, please consider your application unsuccessful.*

DWF will confirm an appointment for this position subject to the availability of funds.