

ADVERT:	<i>Finance & Operations Manager</i>
Opportunity type:	Employment, Full time
Opportunity closing date:	08 March 2024
Opportunity salary:	Market Related

General Description

A fast-growing NGO, is seeking a top-performing, highly motivated manager to implement effective operational management systems and procedures and who has experience managing an organisation through a similar stage of growth. ACTIVATE! Change Drivers was initiated in January 2012, and to date has provided more than 4500 young South Africans with the training to change their lives, and the world they inhabit. The organisation is present across all nine provinces from cities, rural areas, education levels, in diverse religious and sexual orientations and identities.

Job Location

Johannesburg/ Cape Town

Reporting to

CEO

About the position

This position is aimed at the candidates who have sound expertise from the non-profit sector - dealing with major international and local donors.

Siyashesha Leadership Incubator seeks to appoint Finance & Operations Manager, It is essential for the incumbent to have the background and experience to meet easily the operational systems requirements of major international and local donors, along with significant background in operational and logistical role will be about 70% financial management and 30% operations.

Responsibilities:

- Planning, budgeting and reporting to funders and the board of Activate!
- Fundraising support.
- Financial management and reporting.
- Financial internal control framework and monitor compliance.
- Managing financial administrator and operations coordinator.
- The manager should be able to identify opportunities for the organisation and different stakeholders.
- The manager will play the role of organizational secretary.
- Oversees operational systems, processes, and implementation while looking for opportunities of improvement or revision. Identifies trends and assess opportunities to improve processes and execution

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- Anticipates and tracks operational and tactical risks and providing strategic solutions. Raises and tracks issues and conflicts, remove barriers, resolve issues of medium complexity involving stakeholders and escalate to appropriate level when required.
- Manages day to day business of the operations portfolio while balancing the responsibilities of various organisational lines such as analysis, vendor / SLA, and risk management
- Ensure that the organisation is compliant, on an ongoing basis with all statutory requirements of the Department of Labour and other relevant requirements such as supplier database registrations on our salesforce platform
- Ensure compliance with all donor requirements
- Manage the organisation's equipment, including maintaining an up-to-date asset register
- Highly skilled report writing and data analysis, suggestion and implementation of productivity and efficiency improvements,
- Plays a significant role in long-term planning, project status reporting, and implementing change control processes.
- Works closely with Top management on other special planning and implementation of projects.
- Forecast requirements; prepare an annual budget; schedule expenditures; analyse variances; initiating corrective actions
- Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures;

Requirements:

- Previously demonstrated experience in organisational/resource development, personnel management, and financial/budget administration within the non-profit sector – CA qualification would be advantageous.
- Minimum three to five years in a similar role and relevant tertiary qualification
- Strong knowledge of rules and regulations for donors Fund
- Demonstrated strategic management, problem solving and critical thinking skills
- Well-organised with attention to detail; ability to work independently, coordinating multiple diverse projects, set realistic deadlines, and manage shifting deadlines
- Strong written and verbal communication skills.
- Ability to work well with a diverse team.

Desired Skills:

- Sound NPO experience in Finance HR and Administration
- Operations management

Desired Work Experience:

- 3 - 5 years

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