



Finance Manager

Hillcrest AIDS Centre Trust (HACT) is looking for a versatile and experienced Finance Manager to support its holistic health and empowerment programs and services. HACT has been working in the Valley of 1000 Hills (eThekweni West) for over 30 years and has the vision of empowered, healthy and AIDS-free communities. Our work is challenging, diverse and exciting and we love what we do. To join our team, you need to be brilliant at what you do, passionate, results-orientated and have a positive attitude.

Reporting to the CEO, this role will provide not only financial oversight but a hands-on approach with relevant reporting processes for NPO funders ensuring the accuracy of recording and concise reporting of financial information in terms of donor and statutory requirements. This position will have the oversight of HACT and HACT Business and all programs relating to both entities.

Key Duties include:

Financial Management and Reporting

- Ensure that the organisation's financial systems, procedures and policies are maintained as well as reviewed and updated when necessary
- Manage and maintain the financial records and banking of the organisation
- Help drive and advise on current business initiatives for improved organisational sustainability
- Oversee external and internal audit processes, stock-taking and SARS submissions and documentation (including VAT and income tax)
- Hold the office of Public Officer ensuring that all tax related functions are fulfilled timeously and correctly.
- Maintain and review organisational insurance policies and asset registers
- Verify the accuracy and quality of all financial information and ensure maintained in terms of donor and statutory requirements
- Ensure that monthly project expense reports are prepared within the required deadlines in terms of donor requirements and submitted to the CEO and Operations team for review
- Drive strategic financial reporting system changes or upgrades that would streamline the effectiveness of the organization.
- Ensure a monthly analysis and report is presented to the finance committee with clear projections.
- Work closely with the Fundraising and Operations Manager highlighting project financial gaps.
- Ensure additional finance requests are brought to finance committee regularly for approval.

- Review monthly invoices and advance requests
- Prepare monthly consolidated sub recipient reports and cash flow projections as well as quarterly Board packs
- Manage the creditor reconciliation process and ensure recons are checked and supplier recons are monitored
- Oversee staff salaries and statutory returns
- Oversee petty cash, banking services, POS and debit orders
- Oversee donor tax certificates and ensure compliance with current and relevant legislation
- General Ledger - Review monthly balance sheet reconciliations
- Prepare and maintain financial statements, organisation and project-specific budgets, and management accounts

Other

- Support initiatives in the management team and organisationally that contribute to long-term operational excellence
- Contribute to short and long-term organisational planning and strategy as a member of the management team
- Assessing staff training requirements and implementation of staff development processes
- Together with the CEO, overseeing the human resource management function
- Oversee vehicle management

Skills Required Qualification: Financial/Accounting diploma or degree and 5 -10 years' experience in financial management, operations and HR • Project finance management and donor reporting experience within an NGO environment • Sound knowledge of financial accounting policies and procedures. • Management reporting and the production of value-added analysis leading to improved decision-making. • Creating and implanting good financial practice and controls, including transaction reviews and adjustments. • Excellent computer proficiency in Microsoft Office (MS Outlook, Word, Excel), Pastel (Intelligence/Evolution) and Electronic banking systems • Analyse and summarise financial data accurately with strong attention to detail. • Deadline-driven and able to manage conflicting deadlines. • HR management experience beneficial • Ability to build good working relationships with non-finance staff. • Ability to work under pressure. • Excellent written, verbal and interpersonal skills • Team player • Positive attitude and willingness to share and develop skills further. • Leadership and Management skills. • Time management skills. • Personality which upholds strict standards of professionalism, integrity and confidentiality • Interested in and passionate about the mission and vision of HACT.

Application Instructions: Send a motivation letter and CV with contactable references, together with proof of education or completed trainings, to info@hillaims.org.za OR drop off at Hillcrest AIDS Centre Trust office (26 Old Main Road) by 25 April 2023.

Only selected candidates will be contacted for an interview. HACT reserves the right to withdraw/amend the job specification and to contact current and former employers of shortlisted candidates for reference information.