



FINANCE AND DEVELOPMENT MANAGER

The Sexual and Reproductive Justice Coalition (SRJC) is a South African NPO working in the areas of safe abortion, queer health, sex work decriminalisation, adolescent sexual and reproductive health and quality contraception options

The SRJC seeks to appoint a Finance and Development Manager, to be based in Cape Town

Report to: Executive Director

This is a part time position starting at 3 days a week, with incoming funding to develop to a full-time position

The Finance and Development Manager's Purpose is to support the Executive Director with the organisational and sustainability strategy, financial management, fundraising and the day to day implementation of the SRJC governance and financial affairs. The role includes strategic and practical support to the Executive Director on the SRJC's financial sustainability, including resource mobilisation and associated reporting.

Responsibilities:

Finance and HR

- Assist and guide the SRJC's board and steering committee by providing relevant financial and governance reports timeously and proactively highlighting areas of concern.
- Manage budgeting, cash flow and reporting to strengthen organisational governance and sustainability
- Financial risk management
- Audit preparation and oversight with assistance from Finance Officer and auditor
- Compliance with statutory and regulatory requirement

- Create, implement and review internal controls, financial policies and administrative systems
- Provide quarterly financial reports to the board and the finance committee when required
- Payroll management including any/all legal requirements
- Regular financial reports to the executive director and programme managers
- Financial reporting to funders
- Track and manage expenses and spending to strengthen sustainability

Fundraising and Development

- Manage the SRJC's financial sustainability and support the Executive Director with the practicalities of resource mobilisation and donor engagement including
- Financial and sustainability strategy development, review and planning
- Stakeholder mapping, networking and relationship building
- Donor prospecting, identification, and engagement
- Strengthen the organisation's fundraising systems including the maintenance and updating of a donor database and record keeping systems
- Timely preparation of proposals and budgets with relevant team members
- Effective liaison and reporting to current funders Administration
- Manage the office on a day to day basis
- Manage administrative staff
- Ensure that the organisation has the required HR systems and support
- Oversee office management
- Implement performance systems for tracking of organisational and individual goals

Requirements:

- A diploma, degree or equivalent qualification in Accounting or other relevant qualification
- At least five years' financial management experience in a similar environment
- Strategic, operational planning and budgeting experience
- Financial strategy and management
- Research and analysis
- Writing and communication skills
- Networking and Relationship-building experience
- Proven success in both strategic and operational aspects of resource mobilisation
- Proficiency in computer accounting systems
- Proficiency in Microsoft Office Suite and other common IT programmes
- Working experience in the nonprofit and/or development sector; and
- Commitment to focal areas of the SRJC

To apply, submit your CV including three contactable referees to marionstevens@iafrica.com and drtpmofokeng@gmail.com

Deadline 31 March 2018

- This is an affirmative action position. Black women in particular are urged to apply.