



## **JOB DESCRIPTION**

### **HEAD OF FINANCE AND OPERATIONS**

|  |                                       |
|--|---------------------------------------|
| <b>National Association</b>                            | SOS Children's Villages South Africa  |
| <b>Location</b>  | National Office                       |
| <b>Functional Area</b>                                 | Leadership / Finance                  |
| <b>Job Title</b>                                       | Head of Finance & Operations          |
| <b>Name of Employee</b>                                |                                       |
| <b>Job Title &amp; Name of Direct Supervisor</b>       | National Director                     |
| <b>Job Titles of direct subordinates</b>               | Finance Coordinators                  |
| <b>Additional professional support and instruction</b> | Regional Finance and Controlling team |

The Head of Finance and administration is a strategic partner and part of the Senior management team. They are responsible for strategizing, supervising, accounting for, auditing and quality assurance of all financial activities within the Member Association (MA). Update financial policies and procedures in line with the SOS strategy regularly and ensure adherence by all departments and facilities. Ensure that all resources are used appropriately and efficiently for the best interest of every child within SOS Children's Village Programmes (CVP).

#### **General aim/purpose of the position**

- Ensure proper financial management of organisational funds and resources, constantly analysing the financial position of the organisation and employs strategies that maintains positive and healthy financial position of the organisation and financial sustainability
- Develops and drives strong financial planning and systems strengthening for high functioning of the finance department and the organisation
- Overseeing of the general financial administration and monitoring of financial systems, as well as provision of excellent controls over all assets of the association.
- Provide guidance on relevant matters to all the facilities through communication, orientation, training and input into the management of team performance.
- Educate Programme Directors and management in financial administration.
- Build and maintain customer relationship.
- Grow financial stability for the association and support the association's strategic objectives.

#### **Key performance areas and responsibilities:**

##### **1. Financial Management and Administration**

- a) Ensure accurate administration of financial records in accordance with the accepted accounting and management standards.
- b) Ensure reconciliations of balance sheet accounts are performed regularly and accurately.
- c) Ensure that all international and local income is accurately accounted for and reconciled.
- d) Maintain internal controls and quality assurance in the finance and administration department to manage the MA's financial risk.

Head of Finance

- e) Review relevance and efficiency of existing finance policies and make submissions for necessary amendments
- f) Lead and Compile budget review reports together with relevant managers inputs.
- g) Submit trimester review reports, management reports including ratio analysis, budget actual reviews and summaries or as requested to the Board of Governors for board meetings.
- h) Engage ND on monthly basis; the statement of financial position (what the organisation owns and owes), statement of activities (show revenue and expenses over the years time), statement of cash flow (how cash moves in and out of the organisation), statement of functional expenses (how the organisation uses funds)
- i) Regular reviewing and updating of financial policies and procedures in-line with the strategy to ensure compliance with all legislative and operational requirements.
- j) Oversee and supervise the controls over all assets of the association.

## **2. Leadership and management of Finance team**

- a) Providing strong leadership and direction to finance team and ICT unit
- b) Communicating vision and values to team.
- c) Act as mentor to the team and provide sound advice and guidance to team members.
- d) Ensure professional recruitment, orientation, performance management and ongoing development of team members.
- e) Supervise, monitor and guide performance according to job requirements.
- f) Focus on creating a team based culture

## **3. Budgetary Preparation and Control**

- a) Receives budget input from user departments and check for reasonability and alignment with operational plans.
- b) Consolidates departmental and facilities budget inputs into the detailed Association's budget and submits to the Financial Controller for review
- c) Tracks departmental and facilities expenditure and ensures that spend is within budget to prevent budget overruns

## **4. Financial Governance**

- a) Partake in annual internal and external audits.
- b) Ensure economic allocation of the MA's financials and implement financial controls to ensure efficient and appropriate usage of the funds.
- c) Guide the MA's budgeting process, and align to the National plans and objectives as well as compliance with the Childrens Villages International guidelines and frameworks.
- d) Monitor risk trends, market and pitfalls and recommend proactive solutions..
- e) Remain informed about financial risks as identified by Risk Manager and identify risk mitigation strategies.
- f) Identify opportunities for continuous systems improvement to suit the MA's needs.

## **5. Customer Relations:**

- a) Build and maintain sound customer relations and meet their needs through effective consultation, advice and recommendations.
- b) Deal with complaints and follow up for feedback on satisfaction.
- c) Ensure compliance with statutory regulations.
- d) Remain responsible for child protection and ensure that it remains as key for all actions and decisions.

## **6. Child Protection and Safeguarding:**

- a) Responsible within own area of work to raise awareness of the SOS Child Protection Policy principles and to prevent and protect children from all forms of abuse, abandonment, exploitation, violence and discrimination.
- b) Responsible to report any CS suspicion, concern, allegation or incident immediately following Child Safeguarding reporting procedures. CS reports should be made to the CS focal person and/or to the respective line manager.

## Job Profile

| LEGISLATIVE REQUIREMENTS                         |   |
|--|---|
| Adherence to relevant South African legislation. |   |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE,  |   |
| <b>QUALIFICATIONS</b>                            | <ul style="list-style-type: none"> <li>• B.Acc Degree in Accounting / Finance or equivalent field of study.</li> <li>• A Valid South African Drivers Licence.</li> </ul>  |
| <b>EXPERIENCE</b>                                | <ul style="list-style-type: none"> <li>• A Minimum of 5 years relevant experience, performing at a strategic senior management level</li> <li>• A Minimum of 3 years relevant experience in managing a team or a national team.</li> <li>• Understanding of NGO operations, including management accounting at a senior level.</li> </ul>   |
| <b>SKILLS / KNOWLEDGE</b>                        | <p><b>Knowledge specific to the position:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of accounting processes and principles.</li> <li>• Knowledge of non-profit accounting rules and application thereof.</li> <li>• Understanding NGO`s operations, best practices and market trends.</li> <li>• Understanding of Quality Management principles.</li> <li>• Knowledge of business and financial practices.</li> <li>• Knowledge of the South African legislation governing the business finances.</li> <li>• Budget Preparation and Taxation requirements.</li> <li>• Recognize business development opportunities.</li> <li>• Experience in using automated systems, i.e. PowerBI, D365</li> </ul> <p><b>Skills (Key technical skills required):</b></p> <ul style="list-style-type: none"> <li>• Presentation skills.</li> <li>• Financial risk identification and management.</li> <li>• Planning, organizing and coordinating skills.</li> <li>• Customer relationship building skills.</li> <li>• Delegation - assigns tasks and monitors expectations for purposes of team growth.</li> <li>• Problem solving skills to resolve customers` queries.</li> <li>• Good communication skills.</li> <li>• Change management skills to effectively cascade down business changes.</li> </ul> |

## PERSONAL ATTRIBUTES

- **Drive for results**
  - Constantly looks for better, more efficient ways of doing business. Pushes hard to ensure that improvement is sustained
  - Encourages others to improve performance
  - Displays determination and tenacity when encountering obstacles and persists in overcoming them.
  - Sets challenging goals for self and team, working tenaciously to meet these
  - Sensitive to deadlines
- **Courage & Confidence**
  - Makes and stands by difficult decisions that may be unpopular explaining the rationale to others
  - Takes responsibility for the decision of direct reports
- **Conceptual Ability**
  - Proposes new ideas and insights which lead to business improvements
  - Consult widely and puts forward ideas to move a situation or problem on
  - Identifies the key issues in complex situations or problems
- **Delivery and continuous Improvement focus**
  - Ensure Business objectives are integrated into the day to day management of the accounts
  - Identify key performance areas/indicators that drive the business success and ensures that these are understood by his/her team
  - Regularly monitors performance against milestones and standards and takes swift action to deal with variances
  - Holds team accountable for the consequences of their actions and decisions

**Interested candidates must submit an updated CV and contact details of three work-related referees to MaraisButton & Associates.**

**Email: [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)**

Contact will only be made with shortlisted candidates.

**Closing date: 18 August.**