



# BeyondZero

a partner in public health transformation

<b>Contract duration</b>	: <b>12 Months Fixed term contract</b>
<b>Anticipated start date</b>	: 01 <sup>st</sup> September 2022
<b>Closing date for applications</b>	: 24 <sup>th</sup> August 2022
<b>Remuneration</b>	: Market related
<b>1 X FINANCE MANAGER -</b>	: <b>RIVONIA</b>

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 18 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. Beyond zero is one of 4 nominated Principal Recipients in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant.

## Purpose of the role

Finance Manager is responsible for the efficient planning, management and reporting on the financial management of Beyond Zero, collaborates closely with Chief Financial Officer and the senior management team (SMT) to provide guidance throughout the finance cycle from budgeting, expenditure, reporting and audit preparations. In addition, the Finance Manager develops, co-ordinates and control the budgeting process and provides necessary financial reports for donor organisations, the Board and SMT

## Duties and Responsibilities:

### 1. Financial and Administration Management

- Responsible for full financial management function and ensuring compliance with tax, governance, and other statutory requirements.
- Responsible for developing and ensuring adherence of financial policies and procedures.
- Review monthly trial balance, balance sheet, general ledger, and reconciliation of various ledger.
- Responsible for transactional processing, accruals, and account reconciliations payment and processing.
- Ensure that all transactions recorded in the accounting system are accurate and supported by adequate documentation.
- Review all payments for correctness, reasonableness and ensure timely payments to vendors and employees.
- Preparation of management reports (monthly, quarterly, and year-end financial reports) for management.
- Review of management and financial reports and presentation thereof at management meetings and Board subcommittee
- Prepare and review management accounts and report to project managers in accordance with agreed reporting deadlines.
- Assist the CFO to formulate strategic and long-term business plans in line with the strategic plans, assist in research and report on factors influencing business performance.



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- Develop short, medium, and long-term financial plans and projections.
- Monitor the implementation of the strategic financial objectives and recommend appropriate investment opportunities to provide financial sustainability.
- Provide expert advice on the effective, ethical, and prudent financial decision-making in the organisation
- Prepare fiscal year budgets and budget monitoring reports.
- Monitor and control the processing and payment of all creditors and sundry cashbook creditors.
- Manages the debtor's component of core working capital maximising the organisation's cash flow by collecting all monies due timely and reduce the risk of bad debt exposure.
- Manage the cash flow together with all bank accounts, petty cash floats and company credit/debit cards, prepare/review cash flow projections on an ongoing basis.
- Prepares Monthly Cash flow forecasts and identify cost-reduction opportunities.
- Responsible for the integration of the financial management and reporting of program into one system for donor and Beyond Zero use.
- Develop financial and administration policies and procedures.

## 2. Payroll

- Monitors and controls the Salary and Administration function ensuring that all payroll processing is up-to-date and accurate.
- Ensure that payroll costs are allocated to the correct donors and projects.
- Adhere to the annual financial tax year and ensure returns (EMP201 and EMP501) submission to SARS are accurate and within deadline.
- Ensure that 3<sup>rd</sup> party payments withheld during the payroll run are paid out as agreed.
- Ensures that all statutory payments are done timeously.

## 3. Governance and Controls

- Lead audit process, approve audit schedules and manage response to respond to auditors
- Co-ordinate pre-audit meetings to establish expectations and requirements prior to the audit, make recommendations on findings & ensure prompt corrective action is implemented where appropriate.
- Implements and monitors internal controls with regards to recording & accounting of assets and liabilities.
- Ensures that all data is captured correctly and complies with Company policies and procedures and that accounting transactions are in accordance with accepted accounting practice.
- Monitors and review on an ongoing basis the system of internal and accounting control and make and / or recommend improvement initiatives.
- Ensures compliance to fiscal laws and other regulatory requirements.
- Refine financial systems to ensure proper and transparent financial management in line with International Financial Reporting Standards (IFRS)
- Ensure that the organisation is SARS compliant including with regards to Income Tax, VAT, UIF etc.

## 4. Asset Register & management of assets

- Provide oversight and management of assets owned by Beyond Zero ensuring that all assets are recorded, identifiable and allocated to funding sources.
- Ensure adherence to policies and standard operating procedures as well as donor regulations to control, monitors and record assets.
- Ensure effective asset management system is implemented and maintained.

## 5. Management of Finance Team

- Responsible for leading, training, motivating, and directing a team to optimize workplace productivity and promote professional growth.
- Manage staff performance while ensuring adherence to company policies and procedures.



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- Facilitate team building, team identity, and strengthen working relations between staff members.
- Manage staff development plans and other human resource matters and play a key role in building the financial management skills of the team.

## Minimum Qualification, Education and Experience

- Degree in Finance, Accounting, Operations;(NQF level 7 professional accounting qualification. MBA) preferred.
- Minimum of 5 years grant management managerial experience managing international awards especially Global Fund, USAID and GIZ funding or compliance driven environment
- Degree in Finance, Accounting, Senior Degree (i.e., Honours or Masters) preferred, NQF level 7 professional accounting qualification.
- Completed SAICA/ACCA/SAIPA Articles.
- Proven experience in a management position dealing with accounts, financial systems management and operations in a large and complex donor funded program.
- Knowledge of logistics and procurement procedures and demonstrated ability to solve difficult procurement problems and issues.
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## Skills & Competencies

- Strong financial management and good accounting skills.
- Proven ability to manage finance teams.
- Ability to develop accurate narratives and financial reports that meet donor and organisational requirements
- Experience in successful implementation of donor - funded programs in developing countries, preferably of equivalent size and scope.
- Fluency in English.
- High proficiency in relevant computer applications and accounting software.
- Ability to work innovatively to address programmatic challenges in a high pressure fast paced work environment.
- Ability to draft reports, business correspondence and procedure manuals in English.
- Valid driver's license and ability to travel extensively as and when required

***By applying for any of the above-mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.***

***To Apply:* Cover letters clearly stating the Position being applied for and preferred region/location as mentioned on the adverts, CVs, and copies of qualifications must be forwarded to [gfreruitment@beyondzero.org.za](mailto:gfreruitment@beyondzero.org.za)**

*NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and any future correspondence from BZ thereof will be limited to shortlisted applicants only.*

*Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and reserves the right not to fill any of the listed Positions.*

*None South African Citizens and non-South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa. Beyond Zero is an equal opportunity employer.*



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***By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process***

