



JOB PROFILE

POSITION	:	Finance and Admin Manager
TIME	:	5 – 8 hours per day dependent on experience
START DATE	:	ASAP (not later than 1 June 2022)
DURATION	:	36 Month contract
PACKAGE	:	Market related based on experience
LOCATION	:	Parktown - JNB – mainly in person (not a virtual role)
DEPARTMENT	:	Operations
REPORTS TO	:	General Manager
DIRECT REPORTS	:	Office manager IT/AV support specialist

CDE is an independent policy analysis and advocacy organisation, regarded as South Africa’s leading development think tank. CDE engages with and disseminates its work to a national audience of policy-makers, opinion formers and the wider public through briefings, printed and digital publications, webinars, infographics and multimedia platforms which receive extensive media and social media coverage.

PURPOSE OF POSITION

The position is twofold. The main purpose of the position is to provide a one stop efficient, accurate and comprehensive financial management service to CDE. The secondary purpose is to manage the administration/IT systems function in the organization.

KEY PERFORMANCE AREAS

The successful candidate will be responsible for the full financial function including following:

Financial Management (90% of time)

- Project Finance
- Bookkeeping

Facts Matter

ADVISORY BOARD: R Jardine (chairman), A Bernstein (executive director), A Ball, C Coovadia, B Figaji, S Maseko, I Mkhabela, M Morobe, S Nkosi, S Ridley, S Sithole, M Teke, S Zibi **CDE PATRON:** L Dippenaar

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- Preparation of Management accounts
- Financial and donor reporting
- Payroll and contract management
- Project and organisational budgeting
- Compliance & Risk management
- Preparation for and management of the annual audit
- Staff development and management
- Miscellaneous financial tasks



Administration/IT Systems Management

- Managing the office manager
- Managing IT and computer systems
- Controlling and evaluating IT and electronic data systems
- Managing IT staff and external IT contractors
- Proactively look at systems that may be beneficial to CDE

EDUCATION, SKILLS AND EXPERIENCE

CA qualification with a minimum of 5 years previous experience in a similar management role.

REQUIRED:

- CA(SA) or Professional Accountant registered with SAICA, SAIPA, CIMA
- Minimum five years financial management experience in operating full suite of financial services including maintaining a financial system and financial controls, budgeting, forecast modelling and payroll management

COMPETENCIES

Technical competencies

- High level planning and budgeting skills
- In depth knowledge of financial reporting
- High level financial and numeracy skills
- Advanced Excel skills used in the preparation of reports and dashboards
- Intermediate MS word skills
- Advanced experience in accounting software (e.g. Sage evolution) and payroll management
- Budget management and rolling forecast model
- Strong multi-disciplinary approach and analytical and reviewing ability
- Demonstrated ability to meet tight and regular deadlines
- Project and funder reporting
- Substantive knowledge and experience with GAAP and IFRS
- Power BI

Personal competencies

- Effective presentation and communication skills
- Calm approach under pressure
- Positive communication skills – written and oral
- Achievement orientated and self-disciplined
- High level attention to detail
- Ability to meet deadlines & manage time efficiently

- Ability to proactively build and maintain positive relationships and rapport with senior management and other relevant stakeholders



Other competencies and experience

- Excellence and quality orientation
- Meticulous attention to detail
- Relevant industry experience (Non-profit and /or research)

Interview process

Incumbent will be required to produce a recent Financial Statement and refer to it during the interview.

The Centre for Development and Enterprise reserves the right not to make an appointment.

Should you be interested in applying for this position, please send a brief CV to Michelle at recruitment@cde.org.za with a short note setting out your interest in and suitability for the job.

Correspondence will be entered into with shortlisted candidates only.

Original proof of academic qualifications will be required from shortlisted candidates only.

Closing Date: 02 May 2022