

FINANCE & OFFICE MANAGER

We have an exciting opportunity at the Nelson Mandela Children's Fund for a Finance & Office Manager, who will report to the Chief Finance Officer. This position is based at our offices in Saxonwold, Gauteng.

Job Purpose

The purpose of a Financial & Office Manager is to efficiently and accurately assist the CFO oversee the financial management of the Fund while ensuring the efficient running of the office.

Job Objectives

Assist CFO in all aspects of Financial Management and Operations

- Prepare monthly and quarterly management reports
- Prepares financial forecasts for cashflow purposes.
- Review and processing of payments of the Fund.
- Assist CFO and other managers make impactful financial decisions.
- Providing financial reports and interpret financial information to CFO while recommending further courses of action.
- Conduct reviews and evaluations for cost-reduction opportunities.
- Assist in the preparation of the Fund's budget.
- Assist in the preparation for the audit and audit file for CFO's review and approval.
- Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.

Manage Fund Insurance Portfolio

- Through the preferred Fund's Insurance Broker ensures that the Fund's buildings, vehicles, equipment and building contents are insured by removing sold or scrapped items and including any new Fund vehicles, equipment and building contents

Qualifications and Experience

- NQF 7 - Degree in Accounting/Finance/ Economics
- NQF 8 - Hons. Degree in Accounting/Finance/ Economics
- At least 5 years' experience in Financial Management
- At least 5 years' experience in experience in Office Operations and Facilities Management
- 5 Years' experience in People Management
- Must have served at least 3 years of articles.

Skills

- Financial modelling, Strong quantitative, Excel Analytical, Conflict Management & Performance Management
- Proficient Knowledge of Xero Accounting System

Manage Fund Pool Vehicles

- Through the Fund driver provides a driving service to the Fund which includes transporting of Fund staff and business associates to and from the airport to meetings, functions, to visit partners, etc.
- I provides logistical support service to the Fund and ensures the timeous delivery and collection of any documentation or donations in kind, etc. ensuring that the Fund's vehicles are regularly serviced, maintained, licensed, cleaned and sanitized

Risk, quality assurance, legal and compliance management

- In collaboration with the CFO, maintain an overview of the risk profile and risk mitigation strategies of the Fund
- Alert the CFO to key emerging risk areas and recommend revised risk mitigation strategies.
- Prepare NMCF's annual risk, legal compliance reports and monitor adherence with HR and other unit managers

Procurement

Following and enforcing the company's procurement policies and procedures.

Facilities and Property Management

- Ensure the Fund's property and facilities are in good working order

Contract Management

- Ensure the efficient and effective running of the Fund's contracts and contract management including funds SLAs with suppliers and service providers

Knowledge

- Financial Knowledge, Accounting Principles
- Corporate Governance (King Code), Tax, Month End Reporting, Cash Flow Forecasting.

Competencies

- Attention to detail, Initiative & Responsibility, Analysis and Judgement, Bottom-line Focus, Execution, Results and Goal orientation, Problem Solving and Decision making

Non-Profit Organisation: Reg. No: 004-638

Web address: <http://www.nelsonmandelachildrensfund.com>

P.O. Box 797, Highlands North, 2037. 21 Eastwold Way, Saxonwold, 2196. Tel: (+27 11) 274-5600 Fax: (+27 11) 486-3914



Founder
Nelson Mandela

Chairperson
Yvonne Mokgoro

Chief Executive Officer
Konehali Gugushe

Management Trustees

Yvonne Mokgoro • Joe Seoloane • Kathy Satchwell • Konehali Gugushe • Marumo Moerane • Moss Ngoasheng • Mpho Makwana • Nana Magomola • Sakhile Masuku • Shirley Mabusela
• Victor Nosi • Zeblon Vilakazi • Zodwa Manase

Trustees

Asathi Magwentshu • Barbara Nell • Ishmael Mkhabela • Ivan Moroke • Jacob Modise • Kgomoto Moroka • Lindiwe Mazibuko • Lulama Mokhobo • Mary-Jane Morifi • Maseda Ratshikuni
• Moss Mashishi • Nozizwe Vundla • Obenewa Amponsah • Onkgoditse Mokonyane • Owen Maubane • Rita Mollana • Rorisang Tshabalala • Sibongile Mkhabela • Sizwe Nzimande
• Zanele Ngepe • Zukie Siyotula



Nelson Mandela CHILDREN'S FUND



CHANGING THE WAY SOCIETY TREATS ITS CHILDREN AND YOUTH

Application Process:

If you qualify and would like to apply, please e-mail your CV to mpumim@nmcf.co.za

Closing date: **Friday, 24 June 2022**

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