

Nelson Mandela
CHILDREN'S FUND
CHANGING THE WAY SOCIETY TREATS ITS CHILDREN AND YOUTH

Finance and Office Manager

1. Position Detail

Position Title	Finance and Office Manager	Grade / Job Level	
Department	Finance	Sub-Division	Finance
Date Reviewed	18 February 2026	Geographical Area	

2. Position in the Organisation

2 nd Line Manager	Chief Executive Officer
1 st Line Manager	Chief Financial Officer
This Position	Finance and Office Manager
Direct Subordinate(s)	Financial Accountant Finance and Office Administrator Administrative Assistant (Driver) Administrative Assistant (Receptionist) Office Assistant
Number of People Reporting into this Position	5

3. Overall, Purpose of the Job

Purpose Statement
The Finance and Office Manager is responsible for assisting the CFO in ensuring the financial integrity of NMCF, while ensuring operational efficiency, and overall administrative management across the organisation. The role assists the CFO in providing hands-on leadership of day-to-day financial management, budgeting, reporting, and internal controls, ensuring accuracy, accountability and timeliness. In addition, the role also assists the CFO in overseeing office operations and facilities management. Working closely with the CFO and Programme teams, the role safeguards the Fund's financial health, supports informed financial decision-making, strengthens internal controls and ensures that the organisation's infrastructure, and operational support services function efficiently and professionally.

4. Education (Formal Qualification Required)

Minimum
Bcom or BSc Degree in Economics, Finance, Accounting, or related field (NQF Level 7)
Ideal
Honours in Economics, Finance, Accounting, or related field (NQF Level 8) Professional qualifications such as CIMA/CFA/CPA or similar, have served articles

5. Legal Requirements (e.g. Driver's License, etc.)

Detail
Driver's License



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6. Experience (Minimum Experience Required - Number of years)

Minimum	(Years)
Experience as a Financial Manager in a Similar sized organisation	5 – 7 Years
Advantageous	
Experience in a supervisory and office operations role similar sized organisation as the Fund, having also served articles from reputable audit firms	3 - 5 Years
Experience in the NGO sector with previous possible roles such as financial analyst	3 - 5 Years

7. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs
Financial Management and Reporting	<p>Define and implement a plan to support the roll out of the annual financial strategy and objectives</p> <p>Prepare and present accurate monthly and quarterly management reports, including meaningful analysis of variances, trends, risks, and opportunities</p> <p>Develop rolling forecasts and financial projections to support strategic planning and long-term sustainability</p> <p>Assist the CFO and Lead the coordination and consolidation of the annual budgeting process, working with Department Heads to ensure budgets align to strategic and operational priorities as aligned with the Programme Management Accountant</p> <p>Monitor financial performance across programmes and operational cost centres, identifying emerging risks and recommending corrective actions</p> <p>Analyse costs, funding streams, donation performance, and endowment results to inform financial planning</p> <p>Identify cost optimisation and efficiency opportunities to strengthen financial resilience</p> <p>Provide financial insights and interpretation to the CFO to support sound decision-making</p> <p>Liaise with external auditors and ensure audit readiness through strong reconciliations and documentation</p> <p>Maintain oversight of financial system integrity and data accuracy</p>
Accounts and Cash Flow Management	<p>Oversee accounts payable and receivable to ensure timely supplier payments and accurate invoicing</p> <p>Review bank reconciliations and proactively monitor cash flow to ensure adequate liquidity</p> <p>Ensure accuracy and completeness of general ledger records, journals, and allocations</p> <p>Support month-end and year-end close processes</p>



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Key Performance Area / Main Output	Detailed Description / Inputs
	Reinforce compliance with internal finance policies and delegated authority frameworks
Donor and Programme Financial Oversight	<p>Work closely with the Programme Management Accountant to review donor financial reporting for accuracy and compliance</p> <p>With the assistance of the Programmes Management Accountant, Monitor programme expenditure against approved budgets, forecasts and funding tranches</p> <p>Support tracking of restricted and unrestricted funding allocations</p> <p>Identify financial risks within programme spending and escalate where necessary</p>
Governance and Internal Controls	<p>Support the CFO in maintaining a strong internal control environment</p> <p>Monitor adherence to financial policies, procurement thresholds, and approval hierarchies</p> <p>Ensure compliance with statutory, regulatory, and governance requirements</p> <p>Contribute to financial risk management and control improvement initiatives</p>
Payroll Oversight	<p>Review payroll journals and ensure accurate posting in the accounting system</p> <p>Monitor payroll reconciliations and statutory compliance</p> <p>Maintain confidentiality and control over payroll processes</p>
Office and Facilities Management	<p>Oversee the day-to-day operation of Fund offices, ensuring a safe, clean, and professional working environment</p> <p>Supervise and allocate work to operational support staff, including housekeeping and front office/reception functions</p> <p>Manage outsourced service providers (security, cleaning, gardening, generator, air conditioning, fire equipment, pest control, water services, and general maintenance) to ensure quality service delivery and contract compliance</p> <p>Monitor maintenance schedules for buildings, infrastructure, and critical equipment</p> <p>Ensure business continuity through proactive facilities management and risk mitigation</p>
IT and Insurance Coordination	<p>Support the CFO in overseeing outsourced IT services and monitoring service level performance</p> <p>Coordinate the Fund's insurance portfolio to ensure appropriate asset coverage and timely processing of claims</p> <p>Maintain updated insurance schedules reflecting asset additions and disposals</p>



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Key Performance Area / Main Output	Detailed Description / Inputs
Fleet and Asset Management	<p>Oversee management, servicing, licensing, and compliance of Fund vehicles</p> <p>Coordinate driver and logistical support services</p> <p>Ensure safeguarding, tracking, and periodic verification of organisational assets</p>
People Management	<p>Assist the CFO Provide leadership and direction to the finance and operations team by clarifying roles, setting performance standards, and driving accountability</p> <p>Assist the CFO Lead the full performance management cycle, including goal setting, regular reviews, feedback, and development planning</p> <p>Assist the CFO Build team capability through coaching, skills development, succession planning, and effective workload management</p> <p>Foster a positive, ethical, and high-performance team culture while addressing performance and conduct matters in line with organisational procedures</p>

8. Special Requirements

Detail
N/A

9. Competencies (Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioural Attributes
Office Operations	Finance/Accounting Software Proficiency	Negotiation
Sound knowledge of financial systems and Controls	Financial Modelling	Delegation
Budget Planning	Strong Quantitative	Attention to Detail, strong sense of accountability and ownership
Risk Management	Strong financial and Analytical skills	Information Seeking
Regulatory Compliance	Computer Literacy, Microsoft Word & Microsoft Excel	Customer service orientation
	Strong Planning and Organisational and administrative skills, leadership and management skills	High Interpersonal skills and understanding
	Excellent Communication (Written and Oral) and stakeholder engagement skills	Flexible and Adaptive
	High attention to detail and accuracy	Problem Solving – proactive and solution oriented, can work under minimum supervision



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	Strong ability to work under pressure and meeting deadlines	Strategic thinking and Decision making
		High integrity and ethical standards
		Teamwork and leadership

10. Participants

Participant Name	Participant Designation
Sibusiso Zwane	Chief Financial Officer
Belinda O'Regan	21 st Century Executive Consultant

11. Approved By (Incumbent and Line Manager)

Name	Designation	Date	Signature
	Line Manager		
	Incumbent		