



POSITION: Finance and Admin Manager

REPORTING TO: The Executive Director and Programme Manager

REMUNERATION: Based on Experience

LOCATION: Johannesburg

START DATE: January 2020 or ASAP



EarthLore works to revive and enhance seed and food sovereignty and community governance and justice in South Africa and Zimbabwe. We work with local communities to strengthen their ecological governance by reviving indigenous seed diversity, regenerating cultural foods and farming systems, encouraging intergenerational learning and rebuilding confidence in the value of indigenous knowledge and practices.

ROLE SUMMARY:

EarthLore is looking for a Finance and Admin Manager to support their team and achieve the overall objectives of accountability, transparency and integrity of EarthLore's work. The successful candidate will be required to plan, manage and report on all EarthLore's financial operations and ensure compliance with all statutory and donor requirements. The team will need assistance with diverse general administrative and office tasks. The incumbent will work independently and with minimum supervision.

Financial Responsibilities:

- Day-to-day bookkeeping of all income and expenditure using Pastel accounting software
- Preparing monthly financial activity reports, analyses and cash flow forecasts
- Managing EarthLore's bank accounts, petty cash and cash flow
- Preparing programme budgets in consultation with Programme Manager and with partners on joint proposals as necessary
- Preparation and ongoing review of EarthLore's organisational budget for Trustees, Programme Manager and Director
- Managing programme budgets, ensuring project activities are carried out within budget in line with donor restrictions
- Prepare financial reports for donors and for lead-partners on the joint projects, and ensure all costs are accounted for with supporting documents for the reported cost, available on the request
- Contributing to the narrative of donor reports
- Managing organisational and programme financial and administrative policies, systems and controls to ensure maintenance, protection and effective use of resources
- Fixed assets Accounting and Management
- Ensuring that all statutory returns and compliance are always up to date
- Liaising with and preparing documentation for EarthLore's auditor
- Payroll administration

Administrative Responsibilities:

- Supporting the team with administrative and logistical operations throughout programme activities
- Ensuring programme wide compliance with donor terms and partners terms and conditions
- Organise and coordinate all team processes, rituals and learning rhythms
- Ensure all staff time is reported and accounted for
- Perform any other reasonable tasks or duties as may become necessary

Requirements:

- B Com Accounting degree or equivalent qualification
- 5 years relevant financial management experience, which includes: Internal and external financial reporting through monthly management accounts and regular partners and donors' reports
- Experience in preparing and managing organisational and fundraising proposal budgets
- Experience in an NPO or similar working environment, at reporting level
- Computer literate (Microsoft Suite: Word, Excel, Outlook; and excellent understanding and hands on experience with Pastel Partner Accounting Software; etc.)
- A driver's licence would be advantageous

Competencies:

- Sound IT and software knowledge
- People management experience
- Day-to-day Bookkeeping skills
- Financial reporting skills
- Preparing and managing budgets
- Financial proposal and report writing skills to international funders, involving foreign currency
- Planning, organising and managing resources including procurement
- Strong interpersonal and relationship building skills
- Strong written and oral communication skills in English
- Analytical and numerical capabilities
- Attention to detail, accuracy, and highly conscientious
- Logical thinking and problem-solving skills
- Flexibility and openness to change
- Innovative and creative to improve ways of working
- Ability to work independently and remotely, and remain motivated, engaged with the team, and committed to the organisation
- Strong team player
- Deep embracement of diversity and respect for all people
- Multi-lingual and ideally able to converse in several African languages

Interested applicants are to submit a CV (in Word format) per e-mail to nuriah@ngorecruit.com quoting reference number **NEF001**. Application Deadline: **18 December 2019**

Only shortlisted candidates will be contacted and invited for an interview. EarthLore reserves the right not to fill the position.

For more information about EarthLore, visit our [webpage](#) and social media pages: [YouTube](#), [Twitter](#), [Facebook](#).