



POSITION: Director of Finance and Operations
REPORTING TO: Executive Director
REMUNERATION: Negotiable
LOCATION: Johannesburg
START DATE: ASAP



The Initiative for Strategic Litigation in Africa

The Initiative for Strategic Litigation in Africa ("ISLA") is based on the belief that strategic litigation is an immensely strong tool for social change because it helps to reframe the understanding of entitlements before the law and it challenges the legal discourse on women's rights and sexual rights. ISLA seeks to use the rule of law and African domestic and regional courts to advance women's human rights and sexual rights. It is the first Africa-based strategic litigation initiative with a regional focus and expertise on women's human rights and sexual rights. This is achieved by building networks across the continent that work in strategic litigation.

About the role

ISLA seeks to appoint an experienced Director of Finance and Operations (DoFO) who will lead the finances and operations of the organisation and serve as an integral member of the senior management team. The DoFO will provide strategic direction, overseeing all budget and fiscal functions, policies and procedures. The DoFO will also oversee human resource functions, lead and supervise the operations unit team.

Responsibilities

Financial Management (70%)

- Reporting: work closely with the Finance Officer to prepare and provide monthly, quarterly, and year-end financials in an accurate and timely manner, communicating implications of these reports to the Senior Management Team (SMT)
- Provide quarterly analyses of the financial situation of the organisation, including annual forecasting, multi-year modelling, risk analysis and

management level narratives for meetings of the Board's Finance Committee and Senior Management Team

- Accounting and Finance: ensure that the accounting is in accordance with GAAP, non-profit accounting principles and standards; ensures staff follow established procedures, update the accounting and policy manuals as needed, ensure completeness and accuracy of all financial records and transactions, and keep current on new accounting principles to ensure timely compliance and implementation
- Cash flow and forecasting: in conjunction with the Finance Officer, manage organisational cash flows and forecasting
- Lead the finance and operations team on the annual budgeting exercise and planning process in conjunction with the programmes teams and the Development Manager in order to have the budget completed, presented to and approved by the Finance Committee and Board. Once approved by the Board, monitor execution and recommend adjustments
- Manage and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors and assess any changes necessary
- Internal financial control: maintain appropriate financial and operational controls; institute controls, according to audit findings and overall best practices, including timely policy updates, establishing review procedures and implementing periodic reporting on risk assessment matters
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets, monitor progress and changes, and keep senior leadership team abreast of the organisation's financial status

Administration and Operations (20%)

- Oversee ISLA's overall human resources functions enhancing professional development, compensation and benefits, performance evaluation, training, and ensure that recruiting processes are consistent and streamlined
- The Director ensures the continuity of the organisation's efforts towards improved diversity, equity and inclusion
- Work closely with the Operations Manager on review and renewal of all insurance policies that affect the organisation, related to facilities, liability, health, benefits, and safety; ensuring that ISLA complies with mandatory and statutory standards
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments
- Work with Finance and Operations team in conducting an annual review of policies and procedures for organisation and staff, ensure that all staff, consultants, and volunteers are informed of procedures and comply to them, and establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures
- Office Space and Systems: work closely with the Operations Manager and others to ensure that IT, operational systems, and all other office procedures

support the effective operations of the organisation and serve as the primary point of contact for all issues relating to the office lease

- In close collaboration with the Executive Director, work to ensure that ISLA complies with regulations governing the operations of the organisation and IS protected from legal liability

Strategy, Vision and Leadership (10%)

- Advise the Executive Director and other key members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters
- Serve as the management liaison to the board and audit committee; effectively communicating and presenting critical financial matters at select board of directors and committee meetings
- Contribute to the development of ISLA's strategic goals and objectives as well as the overall management of the organisation
- Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality
- Represent the organisation externally, as necessary, particularly in banking and lease negotiations
- Oversee, direct, and organise the work of the finance and operations teams
- Mentor and develop staff using a supportive and collaborative approach; assign accountabilities, set objectives, establish priorities, monitor and evaluate results

About the person: This position will be suited to an individual who meets the following criteria:

Education

- Business or Accounting degree mandatory, a master's in business administration is preferred.

Experience

- Minimum 10 years' experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organisation
- Experience either as an employee or board member of a nonprofit organisation; must be familiar with non-profit finance and accounting regulations
- Proven track record of successfully facilitating progressive organisational change and development within a growing organisation
- Demonstrated competence in working with human rights organisations

Skills

- Excellent judgment and creative problem-solving skills (including negotiation and conflict resolution skills)

- Strong mentoring and coaching experience to a team with diverse levels of expertise
- Entrepreneurial team player who can multitask
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Self-reliant, good problem solver, results-oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, ISLA's board of directors, and staff
- Ability to operate as an effective, tactical, strategic thinker

Other essentials specific to the role

- Able and willing to travel occasionally within and out of South Africa
- Commitment to the overall aims and values of ISLA, feminism and Pan Africanism
- Expectation of occasional work outside regular weekday hours as required to do this job

Other information about the position:

Preference will be given to qualifying women applicants

How to apply

Interested applicants should submit the following by e-mail to nolu@ngorecruit.com quoting **reference number NSL001**:

- A CV (in Word or PDF format) of not more than 3 A4 pages and
- A cover letter outlining how your experience and skills align with ISLA's strategic vision.

Application Deadline: **15 October 2020**. Interested applicants are encouraged to apply ASAP. Only shortlisted candidates will be contacted.

For more about ISLA, visit [webpage](#) and social media pages: [Twitter](#), [Facebook](#).