



**POSITION:** Senior Finance officer  
**REPORTING TO:** Managing Director  
**REMUNERATION:** Negotiable  
**LOCATION:** Cape Town, South Africa  
**START DATE:** ASAP



SDI (Slum/Shack Dwellers International), is a global social movement of the urban poor launched in 1996. It forms a network of community-based organisations in countries across Africa, Asia, Latin America, and the Caribbean. The SDI secretariat, based in Cape Town, provides a management and administrative function to the network.

**ROLE SUMMARY:**

The Senior Finance Officer will be responsible for day to day financial administration of the SDI secretariat. SDI would like to invite candidates with relevant experience, commitment, and agility to apply for this opportunity to be part of an exciting organisational change process.

**Responsibilities:**

- Advise the Managing Director and other key members of senior management on financial planning, budgeting, and cash flow
- Effectively communicate and present critical financial matters at meetings
- Take an active part in ongoing work to establish, implement effective financial systems and controls to ensure sound management of SDIs funds
- Timeously prepare and provide monthly, quarterly, semi-annual, and annual financial reports and analyses of the financial situation of the organisation and its programmes, including annual forecasting, multi-year modelling, risk analysis and management level narratives for meetings
- Manage payments including transfers of funds to SDI network affiliates, and correctly record entries in compliance with SDI policies and procedures in PASTEL and QuickBooks
- Maintain payroll system and process staff salaries monthly
- Ensure timely payment and submission of all statutory returns
- Register/ deregister staff with the Dept. of Labour for UIF as when needed
- Maintain good relations with SDIs banking partner/s and deal with all queries related to banking
- Manage forex payments, requests and transfers
- Support procurement processes, ensuring alignment with policies and donor contracts

- Monitor project expenditure to take corrective action where such expenditure exceeds or is not consistent with agreed budgets and donor requirements
- Support management to request the contractual payments from sources of funding timeously
- Work with project managers in managing their budgets
- Ensure project / programme managers have accounts of monthly expenditure
- Manage organisational cash flow and forecasting, and work with SDI programme staff to prepare financial/funding reports for all donors as required by them and within the contractual timeframes and in accordance to donor contracts
- Prepare monthly bank reconciliations
- Electronic and physical filing of records in line with SDIs systems
- Manage and lead the annual audit process; liaising with external auditors and the Managing Director and assess any changes necessary
- Maintain continuous lines of communication, keeping the Managing Director informed of all critical issues

#### **Minimum Requirements:**

- A Bachelor of Commerce/ Accounting degree / Diploma or similar field, a master's in Business Administration is preferred
- 5 - 7 years' experience of financial administration / management in the NGO sector
- Proven track record of managing multiple donor accounts successfully
- Proficient with Microsoft Excel and Pastel Accounting software in particular, internet, e-mail and other tools of electronic communication and research

#### **Skills and attributes:**

- Excellent written, oral, interpersonal, and presentation skills and the ability to effectively interface with SDI's Board, senior management team and staff
- Ability to maintain the highest level of integrity and professionalism when dealing with staff, funders, project participants, and partner organisations
- Ability to work in and across teams and demonstrated competence in interaction with programme staff
- Strong analytical skills with the ability to identify data quality issues
- Attention to detail, ensuring accuracy and thorough engagement with tasks
- Ability to work effectively and efficiently in a fast-paced environment
- Excellent time management and project management skills
- Results-oriented, professional, accountable and proactive

#### **How to apply**

Interested applicants should submit the following by e-mail to [nuriah@ngorecruit.com](mailto:nuriah@ngorecruit.com) quoting reference number NSD001:

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

Application Deadline: **20 January 2021.**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

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