



**POSITION:** Senior Finance Officer

**REPORTING TO:** Finance Manager

**REMUNERATION:** Competitive

**LOCATION:** Cape Town

**START DATE:** ASAP



## Background

Slum Dwellers International (SDI) is an unparalleled women-led grassroots slum dweller movement with over 25 years of experience organizing urban poor communities across the world. We amplify the voice, agency and influence of the world's 1 billion slum dwellers to improve their lives and make the cities and human settlements they reside in inclusive, safe, resilient and sustainable. SDI is organised as an international network currently made up of 22 national slum dweller federations (of which 19 are in Africa) each counting their members in the tens or even hundreds of thousands of individual slum dwellers.

SDI's holistic approach to meaningfully improving the lives of slum dwellers is anchored by our four 'rituals': daily savings; community-led slum profiling and mapping; peer-to-peer learning; and partnership with (local) government. Our members measure the results of SDI in the form of improved tenure security; upgraded slum settlements with adequate housing adapted to a changing climate; access to basic services for all community members; enhanced economic livelihoods; improved health and safety; and the participation of slum dwellers in the decision-making that affects them (e.g. city management, urban planning, development programmes, climate adaptation programming etc.)

SDI stands out as a unique player in the urban development ecosystem because of its unwavering dedication to community-led development and the amplification of the voices of the urban poor from the local to the global level.

## About the Role

To support the Finance Manager and work closely with the Finance Administration, other members of SDI Secretariat team and the Finance team on affiliates level. The role entails performing day to day financial accounting tasks including, processing payments, filing and document retrieval, providing data for report preparation and data input for the SDI network Secretariat and Affiliates' support in budgeting, financial accounting and reporting of assigned grants.

## Key Responsibilities

KPI	TASK	MEASURE
1. Day to Day Accounting Functions	<p>1.1 Monthly reconciliation of balance sheet items:</p> <p><i>Current Assets (monthly)</i></p> <ul style="list-style-type: none"> <li>Account receivables reconciled</li> <li>Loans reconciled</li> <li>Grants receivable reconciled</li> <li>Pre-payments reconciled</li> </ul> <p><i>Fixed Assets (quarterly)</i></p> <ul style="list-style-type: none"> <li>Reconciled quarterly (property, IT, furniture and fittings etc.)</li> <li>Review asset register quarterly to ensure that the register accurately reflects the assets; and that the insurance cover is up to date</li> <li>Depreciation of assets quarterly and processed</li> </ul> <p><i>Current Liabilities</i></p> <ul style="list-style-type: none"> <li>Expense payables are reconciled</li> <li>Salary control account reconciled</li> <li>Staff leave reconciliation annually</li> <li>VAT reconciliation</li> <li>SARS reconciliation</li> <li>Non-current liabilities reconciliations (deferred income per donor is reconciled and revenue is recognised on a monthly basis)</li> <li>Loans to be reconciled</li> <li>Long-term expenses to be reconciled</li> </ul>	<p>SOPs in Finance Manual:</p> <ul style="list-style-type: none"> <li>Financial Accountability</li> <li>Monthly management accounts</li> <li>Cash Flow Management</li> </ul> <p>Other Measures:</p> <p>Balance Sheet available 15th per month</p>
	<p>Prepare monthly income and expense reports</p> <ul style="list-style-type: none"> <li>Monthly income and expenses are compiled and verified</li> <li>Review of all supporting documents e.g. invoice, quotations, procurement analysis, contracts were added</li> <li>Review cashbooks monthly and suggest the reallocations necessary</li> </ul>	<p>SOPs in Finance Manual:</p> <p>Financial Accountability</p> <p>Monthly management accounts</p> <p>Cash Flow Management</p> <p>Other Measures:</p> <p>Task frequency is monthly</p>
	<p>1.3 Payments</p> <ul style="list-style-type: none"> <li>Review payments into banking system for release by FM</li> <li>Review bank account, funder budget line, rand amount. Send to FM for approval and then load payments</li> </ul>	<p>SOPs in Finance Manual:</p> <p>Financial Accountability</p> <p>Authorisation of Payments</p> <p>Creditors</p> <p>Salary &amp; Deductions</p> <p>Cash Flow Management</p> <p>Internal controls</p> <p>Payments</p> <p>Other Measures:</p> <p>Task frequency is weekly on agreed days</p>

	1.4 Preparation of a monthly, quarterly and annual cashflow projection to monitor expenditure and present to management for review	<p>SOPs in Finance Manual:</p> <ul style="list-style-type: none"> <li>▪ Cash Flow management</li> <li>▪ Internal controls</li> </ul> <p>Other Measures:</p> <ul style="list-style-type: none"> <li>▪ Task frequency on a monthly, quarterly, and annual basis</li> </ul>
	1.5 Review petty cash (signatures, documentation and spreadsheet) intermittently	<p>SOP:</p> <ul style="list-style-type: none"> <li>▪ Petty Cash</li> </ul>
<b>2. Financial reporting</b>	<p>2.1 Prepare reports as needed by management, including maintaining and reviewing affiliates' contracts, financial reporting, receipts and expense reports, and disbursement database</p> <p>2.2 Assist the Finance Manager with grant reporting/proposals, financial statements and other activities as needed</p> <p>2.3 Prepare financial reports for all donors as required within the contractual timeframes</p> <p>2.4 Keep efficient paper trails of all expenditure funded by donors (eg, flight tickets, boarding passes, hotel invoices, per diem receipts as necessary)</p> <p>2.5 Keep soft copy (e-version) and hard copy reports as submitted to Donors</p>	<p>SOPs in Finance Manual:</p> <ul style="list-style-type: none"> <li>▪ Financial accountability</li> <li>▪ Cashflow management</li> <li>▪ Grant management</li> <li>▪ Compliance</li> </ul> <p>Other Measures:</p> <ul style="list-style-type: none"> <li>▪ Task frequency on a monthly basis</li> <li>▪ Keep soft copy (e-version) and hard copy reports as submitted to Donors</li> </ul> <p><b>NB.</b> The reporting from affiliate to secretariat is the Grant Officer responsibility; and from the Secretariat to the Donor is the SFO responsibility i.e. inputs the organisational portion. SFO reviews reports of Grant Officer. SFO presents donor report to FM for review</p>
<b>3. Manage the payroll</b>	<p>3.1 Processing payroll using Pastel payroll</p> <p>3.2 Allocation breakdown of how the salary is charged to each grant</p> <p>3.3 Maintain payroll system</p> <p>3.4 Salary reports to the Finance Manager for review and authorisation</p> <p>3.5 Monthly leaves on excel and reconcile to the payroll</p> <p>3.6 Ensure statutory payments are done (UIF, WCA, PAYE) monthly and timeously</p> <p>3.7 Generate IRP5s annually</p> <p>3.8 Interim and annual PAYE reconciliation</p> <p>3.9 Annual and bi-monthly Tax reconciliation to SARS timeously</p> <p>3.10 Assist with timesheets and leave management</p>	<p>Salary measures:</p> <ul style="list-style-type: none"> <li>▪ Salary SOPs</li> <li>▪ Reconciliations</li> <li>▪ Returns</li> <li>▪ Accuracy</li> </ul>
<b>4. Audits</b>	<p>4.1 Work with the Finance Administrator in preparing all documents necessary for auditors</p> <p>4.2 Prepare audit files for the annual audit and financial reviews</p> <p>4.3 Ensure all cashbooks reconciled, year-end is closed, and the procedures are complete</p> <p>4.4 Asset Register: ensure year-end functions are done e.g. depreciation of assets, addition and disposal of assets</p>	<p>SOPs in Finance Manual:</p> <ul style="list-style-type: none"> <li>▪ Auditing</li> <li>▪ Internal controls</li> <li>▪ Audit year-end preparation procedures</li> </ul> <p>Other Measures:</p> <ul style="list-style-type: none"> <li>▪ Files are ready and complete before Auditors arrive on site</li> <li>▪ No unnecessary delays or additional audit expenses</li> </ul>
<b>5. Other duties</b>	5.1 Undertake any other support duties that may be requested by the Director and Finance Manager	

## Qualifications and Experience

This position requires a minimum of a Bachelors' degree in Accounting or Finance. Experience of five years in a similar position is required and exposure to similar international NPO. Good working knowledge of computer software including word processing, spreadsheets, PowerPoint and Xero system accounting package is essential.

## Skills and Qualities

- Compliance to standard operating procedures and governance protocols
- Strong interpersonal and communication skills
- Strong analytical and problem-solving skills
- Firm
- Stress tolerance
- Attention to detail
- Able to work with limited supervision
- Proactive and reliable Team player
- Able to work in a multi-cultural set-up

## How to Apply

Interested applicants should submit the following by e-mail to [vaneshree@ngorecruit.com](mailto:vaneshree@ngorecruit.com) quoting reference number: **NSD007**

- 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: **31 May 2024**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more about SDI, visit their [website](#) and social media pages: [Twitter](#) and [LinkedIn](#).