



POSITION: Finance Manager

REPORTING TO: Head of Finance and Operations

REMUNERATION: Competitive

LOCATION: Cape Town

START DATE: ASAP



Background

Paediatric-Adolescent Treatment Africa (PATA), a South African NGO, coordinates an action network across sub-Saharan Africa, working with health providers and health facilities to improve the quality of paediatric and adolescent HIV prevention, treatment, care and support. PATA offers a powerful platform for regional collaboration through capacity building, peer-to-peer exchange and learning forums, supporting quality improvement to effect positive change in HIV paediatric and adolescent policy and practice.

Members of Team PATA contribute to a culture of transparency, accountability, trust, and mutual respect. We expect staff to do their best in applying their competence and skill in the consistent, orderly ownership of tasks through to delivery and we invest in their growth as individuals and team members. As a small team, we leverage success through collaboration with funders, partners and stakeholders, whose satisfaction and shared success is a paramount concern.

About the Role

Management and Administration of PATA's Financial operations, Risk profile and the Compliance of Financial and Grant Administration with regulatory, contractual and grant terms and conditions.

1. Risk, Governance, Financial Performance and Reporting.
2. Due diligence and the compliance of the organisation's risks.
3. Financial and operational system strengthening.

Key Performance Areas

1. Management and Administration of Finance and Grants

- Management of PATA's finance and financial administration including budgets, accounts and ledgers.
- Maintain optimal process, people and system solutions, for Finance and Accounting, Grant Management and Procurement.
- Manage PATA's Finance and Grant administration resources and coordinate the provision of

financial services to programmes.

- Own and manage the data, systems and digital environment that enables PATA's financial administration and reporting.
- Manage the receipt and disbursement of funds grants, sub-grants, awards and sub-awards and ensure an appropriate structure of operational accounts, budgets and controls for their management and administration, integrated with PATA operations and compliant with grant terms and policy.
- Control the schedule of delegated authority and audit liaison, procurement and exception management.
- Maintain a PATA financial risk log to reflect the organisation's financial health and exposure.
- Manage, through the motivation, care and growth of assigned staff / service providers, the effective delivery of Finance and Accounting, Grant Management, and Procurement.
- Liaise regularly and actively with the programme management team on.
- the preparation and narratives of programme budgets.
- programme budget management and administration.
- budget changes and re-directions and the reconciliation and tracking of programme budgets and financial reports.

Measures

- PATA's financial health as reflected in Board Reports, Audits, Account Reconciliations, Financial Performance reports.
- Audit status and findings and status of resolutions, actions and findings etc.
- Comprehensive and coherent financial policy framework.
- Health, accuracy and audit status of programme budgets.
- Efficiency of processing programme financial transactions.

LOE: 50%

2. Risk, Governance, Financial Performance and Reporting

- Manage PATA's risk and compliance profile, working with the Board and Finance Committee and audit partners including risk and compliance related to sub-grantees.
- Working with the Head of Finance and Operations, recommend investment and fiduciary services for optimal management of PATA financial assets.
- Compare projections and performance for financial administrative service outputs.
- Report internally and externally on all financial, accounting and grant administrative events and issue including regulatory, fiscal, payroll, and fund compliance reporting.

Measures

- Risk Log and updates
- Investment Portfolio and Performance
- Quality of financial and related reporting and analysis

LOE: 40%

3. Operational networking with PATA partners

- Facilitate through technical advice the stability of financial services, resources, policies, procedures and processes, to Grant and Sub-Grant partners and stakeholders.
- Create a network of operational excellence with partners and funders to strengthen financial management and administrative capacity across the PATA community of practice.

Measure

- Efficiency of grant disbursements and query / /transaction / /event processing.

LOE: 10%

Qualifications, Legal/Professional Registration and Experience Required

- Tertiary qualification in financial or business management/administration, preferably C.A. or equivalent.
- Minimum: registered with the Council of Accountants.
- 7+ years working in administrative and operational environments, preferably with a mix of financial, administration and process content.
- 5 years in a leadership position.
- 5 years management of a processing environment or shared services function, with regular and formal executive interaction.
- Extensive Pastel accounting experience, specifically with projects.
- Strong computer skills with proficiency in Microsoft Office.
- SARS and VAT experience.
- Management of support or shared services within an organisation.
- At least 2 years with managerial Accountability to report on, analyse and provide interpretation of financial data.
- Management of internal financial services in support of a project environment.
- Management of an organisation's risk and compliance portfolio.

Relevant Skills Required

- Excellent negotiation skills.
- Proficiency in Microsoft Office.
- Extensive Pastel accounting experience, specifically with projects.
- Strong computer skills with proficiency in Microsoft Office.
- Fluency in English (written and oral).
- Willing and able to travel throughout sub-Saharan Africa if required.

Competencies

- Achievement/Action Orientation
- Adaptability
- Analytical Thinking
- Conceptual Thinking

- Delegation
- Developing Others
- Financial Acumen
- Impact and Influence
- Judgment
- Organisational Awareness
- Teamwork and Cooperation
- Team Leadership
- Problem Solving
- Leadership
- Writing Presenting and Reporting

How to apply

Interested applicants should submit the following by e-mail to ireti@ngorecruit.com quoting reference number: **NTP018**

- A CV in Word or PDF format (please include 3 references).
- A 1-page cover letter outlining how your skills and experience align with PATA's mission and the unique qualities you will bring to this role.

Application Deadline: **22 November 2024**

Interested applicants are encouraged to apply ASAP. Only shortlisted candidates will be contacted. For more information about PATA, visit their [website](#) and [Twitter](#) account.