

INERELA+: Finance and Administration Manager



ABOUT INERELA+

The International Network of Religious Leaders Living with or Personally affected by HIV and AIDS (INERELA+) was founded in 2002 by a group of religious leaders living with or personally affected by HIV and AIDS. The network was formed and formally named African Network of Religious Leaders Living with or Personally Affected by HIV or AIDS (ANERELA+). The main aim was to help these leaders to live openly so that they can become agents of change by breaking the six evils: Stigma, Shame, Discrimination, Denial, Inaction and Misaction (SSDDIM). The official registration took place in March of 2004 in South Africa. In 2008 the network changed its name to INERELA+ because of the geographical spread of its membership in other continents. Currently INERELA+ has 15 networks across Africa, and representations in Europe, Asia Pacific and Latin America, with a global membership of approximately 30 000. The network's uniqueness lies in the fact that it is able to challenge the societal injustices, religious norms and gaps which put people at risk of contracting HIV. The INERELA+ Secretariat, based in Johannesburg South Africa, provides co-ordination and technical support to all the country networks. The country networks are constituted and managed by ordained and lay religious leaders who are living with or personally affected by HIV & AIDS. Thus, the national networks are able to use their presence and social capital in communities to advocate for effective HIV prevention, treatment, care and support. The Country Networks are the implementing arm of INERELA+.

JOB LOCATION

The opportunity is available for a suitably qualified and experienced Finance and Administration Manager to join the INERELA+ team based in Fontainebleau, Randburg.

REPORTING TO

Executive Director

ROLE PURPOSE/CONTEXT

- INERELA+ seeks to recruit an experienced Finance and Administration Manager to lead, manage, oversee and strengthen the finance and administration processes.
- Responsible for the financial health and risk management of the organisation.
- Responsible for the performance of the finance and administration department.
- Member of the management team reporting to the Executive Director

ROLE REQUIREMENTS

Relationships

External: Coordination with Country Networks, institutional and other donors, NGO forums, UN agencies, consultants, service providers.

Internal: The position is line managed by the Executive Director and sits on Management Committee. In

the areas of responsibility, the role holder develops horizontal relationships with the Programme Manager, Monitoring, Evaluation and Learning Officer, Program and Communications Coordinator. The role line manages staff working in the Finance and Administration unit (Senior Finance and Compliance Officer, Office Coordinator, Finance Assistant, Admin Assistant)

TASKS:

Finance and Budget Management:

- Provide strategic direction on financial and administrative matters, review policies and practices within the organization
- Responsible for correctness and timeliness of all financial processes. Effectively and efficiently communicate financial information to management for decision making, donors, other Stakeholders.
- Compile and consolidate accurate organisational and project budgets on time.
- Monitor expenditure and ensure alignment with budget
- Contribute to the development of annual work plans and proposals to donors.
- Ensure that internal financial and administrative controls are in place and continuously reviewed.
- Provide leadership to the growing finance portfolio with diverse contracts and donor demands (UNWOMEN, UNAIDS, Robert CARR Foundation and Bread for The World Funds) and ensure that the country networks deliver timely, reliable, accurate and high-quality accounting and financial management.

Financial Reporting:

- Prepare monthly, quarterly, and annual financial statements.
- Prepare monthly budget variance reports
- Oversee the financial component of grants management for all programs including INERELA+ Country Networks and compliance.
- Provide information, advice and technical assistance to Country Networks and staff on project related compliance issues such as financial reporting requirements.
- Effective financial management including the preparation of financial plans, the preparation of financial reports, managing the financial aspects of donor funded programmes and contracts.
- Support and build the financial capacity of INERELA+ Country Networks staff.

Financial Monitoring and Compliance (Risk Management)

- Review financial reports and seek ways to reduce costs and maximise resource use
- Ensure that the organisation's policies, procedures and internal controls are relevant and compliant with requirements of donors, statutory laws, GAAP PFMA, tax, etc.
- Ensure internal risk mitigation measures are in place and adhered to.
- Ensure accurate accounting records are set up and maintained.

Operations Management:

- Coordinate and lead all audit and verification processes; these include annual interim and final organizational external audits, Donor sanctioned audits and internal assessments.
- Oversee day-to-day functions of the finance and administration department
- Manage organisational cash flow, forecasting, oversee weekly payments and approve general ledger and bank reconciliations

Administration:

- Coordinate operations and manage all administrative issues
- Ensure that all procurement processes are followed

Developing Self and Others: Direct reports

- The person in this role is largely responsible for their own work and supporting and influencing that of others within the parameters set by the Executive Director.

Sense Of Responsibility

- Must exert a high level of effort and perseverance towards goal attainment.
- Work hard to excel at assignment by setting high standards, pay attention to detail, work consistently, and display a high level of concentration, even when assigned an additional responsibility.
- Display high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.

Qualifications, Skills, Knowledge and Expertise Required**Essential:**

- Minimum of a University degree in Finance or Accounting
- A minimum of 7-10 years of financial management and grants management of development programs with international, non-profit organizations as well as multi-national environment.
- Familiarity with financially managing UNAIDS, UNWOMEN and/or other complex donor-funded grant programs is an advantage,
- Experience in preparation of budgets and financial reports for international donor agencies.
- Membership of Professional Accountancy body (eg ICAM, ACCA) strongly recommended
- Knowledge of relevant legislation and regulations e.g., PFMA, Companies Act, Income Tax Act, Federal Award requirements.
- Excellent understanding of business and financial planning including strategic modelling
- Excellent analytical skills – the ability to analyse complex financial data and design and produce effective management information
- Excellent experience of budgeting and budget management
- Excellent understanding of financial systems and procedures
- Strong business acumen and the ability to contribute to strategic decisions
- Knowledge of QuickBooks multi-currency accounting software (field-based accounting).
- Excellent experience of computerised accounts packages, Excel, PowerPoint, and Word
- Strong communication and interpersonal skills
- Ability to manage a complex and diverse workload and to work to tight deadlines
- Proven experience in leading an effective team or teams
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DESIRABLE

- Demonstrates well developed interpersonal skills, excellent communication skills both verbal and written as well as negotiation skills.
- Highly motivated self-starter who takes direction well, but also works independently
- Ability to deliver high quality work under pressure
- Attention to detail and good analytical and problem-solving skills
- Strong leadership skills
- High level of personal and professional integrity.
- Experience in monitoring budgets and systems development.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Further Information:

- This role requires applicants to have the right to live and work in South Africa where the position is based (**preferably permanent residence or RSA ID**), applicants that do not have the right to live and work in South Africa will not be considered.
- At INERELA+ we value diversity and aspire to reflect this in our workforce. We welcome applications from people from all sections of the community, irrespective of race, colour, gender, age, disability, sexual orientation, religion, or belief.
- As a network of religious leaders with or affected by HIV, INERELA+ encourages the participation of people with HIV from religious communities who have the essential qualifications for this position as this will stand out as a plus.

Should you wish to apply please email CV and motivation letter to jobs@inerela.org with the title "FINANCE AND ADMINISTRATION MANAGER"

Please note that incomplete applications and the applications that will be submitted beyond the deadline will not be considered.

Closing date: 28 July 2023