



Vacancy

The Society for Family Health (SFH) is looking to recruit suitably qualified candidate in the following positions

Finance and Operations Manager x1

Duty Station: Head Office Windhoek

Duration: 06 months (Renewable based on performance and funds availability)

THE POSITION

Under the Country Director, the Finance and Operations Manager oversee the organisation's finance, operational and administrative duties, grant and contracts management, expenditure reporting per donor guidance, preparing sounds budgets, monitoring project expenses, and ensuring timely and quality donors reports, and ensuring compliance with donors financial and accounting rules and regulations.

Functions include:

- Manage and ensure effective and efficient operations of the organisation's finance, human resource, and administrative systems to support and facilitate the attainment of the organisation's goals
- Provide overall leadership and direction to the Finance and Operations Department
- Ensure correct and consistent application of organizational policies and procedures in the management of finance and administrative functions through the provision of technical leadership and operational support to the organization.
- Safeguard the financial resources entrusted to the organization by advising on and managing financial assets, financial planning and cash management activities and by recommending improvements to the financial and administrative management systems and procedures.
- Ensure compliance to finance procedures by all SFH staff.

- Compile annual budget as required per donor
- Assist Program to cost their annual plan
- Prepare and submit timely monthly, quarterly and any other financial reports as required by donors, and other stakeholders.
- Collaborate with programme managers and provide creative problem solving in support of programme activities while maintaining sound internal controls.
- Provide guidance to Programme managers through monthly, quarterly budget reviews and other appropriate reports.
- Compile Budget Analysis on a monthly basis and share with Programs to effectively manage program expenditure
- Ensure the development, implementation and review of finance work plans (including procurement and warehousing) alongside the setting of MBO's for all teams and staff members in the department
- Ensure the provision of basic office services including equipment and communications facilities to enhance staff productivity
- Supervise and support finance staff in achieving their work plans, MBO's and self-development plans.
- Develop and implement effective staff learning and development programme activities for both programme and operations staff on operational matters for capacity development
- Conduct appraisals in accordance with the established guidelines.
- Coordinate External Auditors and be the Liaison person
- Support Programs with budgeting and costing during proposal writing

Other Specific Duties

- Ensure contractual compliance with donor regulations
- Creation and management of budgets
- Development and maintenance of internal control systems
- Management of internal and external audits
- Overseeing the procurement and IT services
- Training, mentoring and coaching to appropriate staff.

Experience and technical competencies:

- A degree in finance and accounting, business administration or related professional qualification. (years of experience might be considered corresponding to a qualification).
- 8 Year's relevant experience in finance, accounting, office management and administration or other related field, of which 3 must be at a managerial level
- 5 years' experience with accounting software - QuickBooks and pastel and related software.
- A minimum of three years' experience in the management of programs funded by donors with added advantage with programs funded by US

Government, with preference for experience managing finance for USAID and Global Fund.

- A minimum of 3 years' experience in the management of grants, sub-grants and sub-awards especially experience in the financial and administration oversight
- In-depth knowledge of main donor's financial management rules and regulations is an asset.

Closing date: 26 June 2020

Applicants should send **ONLY** a cover letter and CV to:
The Coordinator: Human Resources, recruitment@sfh.org.na
Tel: 061 440 600, P O Box 22870, Windhoek

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED