

CHESHIRE HOMES SOUTH AFRICA

JOB DESCRIPTION

Position: Finance & Administration Manager

Area: Soweto / Johannesburg

Responsible to: National Director

PURPOSE OF ROLE

Under the general supervision of the National Director, the incumbent will be responsible for the smooth running of the financial and administrative functions for the Organisation.

RESPONSIBILITIES

- Provide financial management leadership inter alia preparation of monthly and quarterly management accounts, financial reports including schedule for audit and donor project reports and Annual Budgets
- Carry out internal audit and internal controls including stock and revenue controls
- Provide financial training for staff
- Responsible for personnel related duties including payroll function and performance appraisal system
- Develop and implement appropriate administrative systems to support efficient and effective running of all programmes
- Develop and implement appropriate management systems to support efficient and effective running of all support services (i.e. administration, human resources, information technology and logistics including procurement, stores and transport
- Weekly Petty Cash Voucher checking
- Supervise preparation of financial statements for external audit
- Bank reconciliation statements checking
- Supervise all Staff contracts and submit for renewal
- Inspection of Leased buildings
- Supervision of all projects
- Ensure that all documents are backed up documents on external hard drive
- Perform any other duties that may be allocated by the National Director

Education and experience

- Professional qualifications in accounting and administration
- Pastel knowledge
- Relevance and extent of experience in general administration and accounting

- Computer literate and knowledge of administrative systems and standard office packages
- Ability to organise, co-ordinate and cope with an increased workload during peak periods.
- Ability to take initiative in administrative matters
- Good communication skills both orally and in writing
- Demonstrate and maintain confidentiality in the handling of sensitive accounting, financial management and programme information.

Desirable

- Drivers licence
- Own transport