

groundWork

JOB DESCRIPTION – SENIOR FINANCE MANAGER

1 March 2024

Title	Senior Finance Manager
Accountable to	Executive Team and The Board of Trustees
Supervisor for	The Accountant, Bookkeeper and Junior Bookkeeper

A. ROLE

Together with the Executive Team, comprising the Executive Director (ED) and the Operations Director (OD), the Senior Finance Manager provides the strategic direction of Finance and Accounting for groundWork. The incumbent leads the Finance Team in providing support to groundWork and its partners in delivering finance and accounting functions, management, compliance and reporting requirements.

B. DUTIES AND RESPONSIBILITIES

- Leadership and supervision of the Finance Team in maintaining financial accountability, management, compliance, reporting and executing financial functions within the organisation including procurement, salary schedules and audit processes in line with the strategic direction of the organisation.
- Exercise financial direction through support and teamwork to assist staff in achieving their work results, ensuring timeous delivery of funder and financial reports
- Assist groundWork to achieve its strategic direction and stated goals with an understanding of the roles of its Executive, Campaign and Finance Teams and their work.
- Represent groundWork in a financial capacity with external parties including funders, partners, and accounting authorities.
- Report to and take direction from the Executive team and the Board of Trustees when required.
- Ensure Statutory compliance and good practice, including, but not limited to: VAT, Taxation, The King Report, NPO registration, the groundWork Trust Deed
- Oversee and ensure updating of relevant financial procedures, policies, complex funding proposals and reporting formats
- Liaise with funders, manage funding contracts including the preparation of schedules, applications, and budgets. Respond promptly to funding related queries and audit requirements.
- Monitor funds, manage expenditure, ensuring accuracy of processes and data and report on the status of contracts including deadlines and re-applications to the Executive team
- Improve the performance of the Finance Team by applying improvements to close existing or anticipated gaps in performance

C. CORE COMPETENCIES

Sector Awareness and understanding

- Work history in and extensive knowledge of the NGO and development sector within which groundWork strives to achieve environmental and social justice
- Ability to see organisations as dynamic and interrelated, political, cultural and technical systems
- Able to keep abreast of developments within the non-profit sector, related to finance.
- Understanding of groundWork's ethos, campaigning approach, and strategic direction.

Financial Management and Leadership

- Financial management – preparing and compiling financial forecasts, budgets, statements, and reports.
- Demonstrate extensive knowledge of financial procedures, policies, principles and different, complex funding proposals and reporting formats.
- Demonstrated experience in leadership roles with resilience and adaptability
- Ability to draw on previous experience regarding planning, leading, organising and directing a Finance team to achieve desired work results
- Ability, through facilitation skills, encourage ownership of systematic changes and subject-specific changes within groundWork's financial operations and so improve the efficacy of the organisation.

Inter-personal skills

- Able to work effectively at all levels, both internally and externally, demonstrating effective interpersonal skills, including flexibility and adaptability, to achieve desired organisational goals and relationships.
- Able to provide supervision, coaching, counselling, mentoring, active listening, and giving and receiving feedback.
- Team-building skills development and appraising performance
- Negotiation and mediation skills

Problem-solving skills

- Able to manage and resolve internal and external conflict.
- Able to improve the performance of the Finance Team, through the application of identified improvements to close existing or anticipated gaps in performance.

Systems thinking and IT Skills

- Able to identify and modify necessary inputs and outputs within various systems and use this information to improve organisational outputs whilst being aware of implications for

- the Finance Team and the organisation.
- Able to distinguish between activities, outputs and outcomes and identify the outcomes necessary to achieve financial goals.
 - Able to understand the role of information within the organisation and to manage, synthesise and interpret information accordingly.
 - Able to apply extensive knowledge of existing or new technology, different types of hardware and software, and an understanding of performance support systems.
 - Operation of relevant Information Technology (IT) systems including Pastel Accounting and Pastel Payroll, and related equipment including basic computer troubleshooting.

D. KEY PERFORMANCE INDICATORS (KPIs)

1. Strategic Direction (Finance)

- Together with the Executive, participate in planning, implementing and monitoring groundWork's strategic direction
- Take an active interest in the work of groundWork's different campaigns and guide appropriate ideas for improved financial management.
- Participate in the annual strategic planning event and other mandatory organisational events and processes.
- Support the work of the Finance and Executive teams, and support all staff members with work-related financial issues.
- Represent groundWork in a financial capacity if and when required.
- Monitor and promote staff morale in the Finance Team.

2. Statutory Compliance

- Align with IFSR Accounting Standards and International Standards, Auditing (ISAs), required reporting formats including Log Frame Analysis (LFA)
- With the Accountant, keep abreast of policy developments and changes in legal regulations and requirements to ensure compliance with various statutory and other regulations including: VAT, Taxation, The King Report, NPO registration, Compliance with the groundWork Trust Deed

3. Funding

- With the Executive, the Senior Finance Manager prepares funding applications, and draws up budgets and any other financial information required when renewing contracts or seeking new funding agreements.
- Liaise with Funders and Act as groundWork's first point of contact for all financial and reporting correspondence with donors and respond promptly to all their financial and funding-related queries, including:

- Reporting
- Maintain the financial filing system for funder information and contracts
- Monitor contracts in terms of reporting and renewals.
- Ensure that all financial reports for funders and auditors are prepared on time.
- Prepare and maintain the schedule for reporting to funders.
- Ensure that deadlines for funder reports and other requirements are included in organisational work planning.
- Ensure that financial reports, operational budgets, and all other relevant documents are prepared and submitted on time for each groundWork's funders, as individual contracts require.

Monitor Funds:

- Request the transfer of funds to groundWork and acknowledge receipt
- Ensure that funds are directed to/deposited into the correct bank account.
- Manage expenditure according to funder contracts.
- Report to the Executive and the Board well in advance of contracts coming to an end and any reapplication deadlines.

4. Manage the financial functions of groundWork

- Take the lead in the financial management of the organisation.
- Present Quarterly Financial Reports for meetings of the Board
- Ensure that all financial staff are trained and able to operate optimally.
- Ensure that all financial staff are trained and able to operate efficiently and optimally.
- Supervise the storage and retrieval of financial records
- Supervise the finance team within their KPIs
- Review and approval of payment requisitions prepared by the Accountant and the Bookkeeper

5. Procurement

- Ensure that all procurement processes adhere to groundWork's Financial Policies and Procedures and comply with funder-specific requirements.

6. Human Resources

6.1 Salaries:

- Responsible for Payroll Administration and preparation of statutory returns
- Update salary schedules, the operations budget, and other financial documents at agreed times, when necessary, and on request from the Executive and/or the Board.
- Advise all staff members in writing of any salary increases, both routine and unusual.

6.2 Recruitment:

- With the Executive, support staff recruitment and appointments according to groundWork's Policies & Procedures

- Participate in the induction of all new staff
 - With the Accountant and Bookkeeper, introduce new staff to groundWork's Financial Policies & Procedures and any other finance-related requirements.
 - Together with the immediate Supervisor of any new appointee, support the newcomer through their probation process, knowing that the Supervisor will take the lead on all work-related tasks.
 - Participate in performance progress monitoring meetings.

6.3 Performance Assessments:

- Participate in the Annual Performance Assessments for financial and campaign staff including:
 - Senior Campaign Staff:* Assesses senior staff campaigners who, as part of their assessments, need to manage their budgets and campaign expenditure, as well as follow Financial Processes and Procedures.
 - Financial Team:* Assess all staff within the finance team including the Accountant, Bookkeeper and Assistant Bookkeeper

6.4 Financial Staff Training:

- Identify opportunities for training for the Finance Team and other staff when applicable.
- Confirm the staff's commitment to training and arrange their attendance.
- Ensure that staff report back after training.
- Encourage opportunities for internal skills transfers.
- Source relevant videos or publications for training purposes for all staff members and/or the Finance Team.

6.5 Consultants:

- Discuss the Terms of Reference and fees for consultants and confirm that funds are available for individual contracts.
- Manage payments for consultants according to their contracts.

7. **Audit Management**

- Lead, support and review the Accountant's work throughout the audit process. Liaise with the external auditors and present their report summary to the Board.
- Review any donor report audits, as required.
- Source new auditors and present them to the Board when required.
- The auditors must present the annual audit to the Board at the AGM.

8. **Executive Support**

- Meet regularly with the Executive to review groundWork's finances, especially before Board meetings when the Executive reviews all relevant financial reports.

- Track groundWork's financial performance and submit comprehensive quarterly financial Accountants to the Executive and the Board.
- Present financial reports in the required format for internal management and as required by funders.
- Prepare budgets for funding proposals.
- Review monthly and quarterly Budget versus Expenditure (BvE) reports.
- Present the Campaign budget vs Expenditure reports to the Senior Campaigners and the OD every month.
- Develop budgets for projects within the organisation with the OD.

9. Campaigns

- As a Senior Staff member, Keep abreast of all campaign activities and the work of groundWork support staff (interns, finance and admin staff members) to ensure financial rigour.

10. Other

- Keep a register of assets and ensure adequate insurance cover, for the office premises and all equipment, including in remote premises (homes or offices), managed by the Bookkeeper.
- Prepare a report on groundWork's overall Risk Matrix (focussing on critical risks in the organisation to limit impact) for regular review by the Executive.

E. PERSONAL ATTRIBUTES

Listed below are some of the personal attributes that are essential for an individual to perform competently in this position:

- Being honest, punctual, disciplined, motivated, with high self-esteem.
- Being decisive, showing clear thinking, with analytical abilities
- Able to earn respect from others by being sensitive, mature and a fair listener
- Derive enjoyment from devising and working within systems in an organised manner.
- Able to motivate others to follow procedures and respect systems that enhance the organisation's functioning.
- Being firmly committed to the development of others.
- Being committed and principled about the aims of the organisation and the contributions made by all staff members.
- Willing to strive for a higher level of personal development and professional performance.
- Able to manage personal and work-related stress and act as a model for others in this regard.

F. KNOWLEDGE REQUIRED

- Vision, mission, structures, policies, procedures and systems of groundWork.
- Requirements for meeting standards for the audit.
- IFRS Accounting Standards and International Standards on Auditing (ISA's)
- Required reporting formats, particularly Log Frame Analyses (LFA).
- Administrative and Financial computer packages Pastel Accounting and Pastel Payroll.
- Cash Flow forecasts and the development of Budgets.
- Preparation of computer-generated Financial Reports.
- Accounting principles, procedures and systems, IFRIS in particular.
- Reconciliations and Trial Balances.
- Requirements of the South African Revenue Services (SARS).
- Tax effective structuring of salary packages.
- Familiarity with payroll issues.
- Relevant, up-to-date computer software.
- Principles of Adult Learning: the values that underpin the training of staff.
- Supervision: role and function.
- Teamwork: elements of building teams.
- Able to manage relevant incoming and outgoing emails.

Ends