



JOB DESCRIPTION

HEAD OF FINANCE

The SADC Groundwater Management Institute (SADC-GMI) is established as the regional Centre of Excellence on groundwater hosted by the Centre for Scientific and Industrial Research (CSIR) in Pretoria, South Africa on behalf of and under the strategic guidance of the SADC Secretariat, Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana.

The vision of the SADC-GMI is to ensure the equitable and sustainable use and protection of groundwater, as well as being a Centre of Excellence in the areas of groundwater management and management of groundwater dependent ecosystems in the region. The role of the SADC-GMI is to:

- Promote sustainable groundwater management and solutions to groundwater challenges in the SADC region through building capacity, providing training, advancing research, supporting infrastructure development, and enabling dialogue and exchange of groundwater information.
- Conduct and support SADC Member States in groundwater research, and serve as a focal interlocutor with national, regional and international groundwater initiatives.

SADC GMI is established as a Section 21 Not-for-Profit Company under South African law. It is guided and supervised by a Board of Directors with representatives of the SADC Secretariat, SADC Member States, the University of the Free State and 2 Independent Non-Executive Directors.

The position of Head of Finance recently fell vacant.

Duty Station

The duty station is the SADC-GMI Head Office at the CSIR in Pretoria, South Africa.

The Position

The Head of Finance will be the focal person for SADC-GMI on all finance duties with and in support of the other SADC-GMI team members. S/he will report directly to the Executive Director of SADC-GMI

Key Duties and Responsibilities

Lead the financial planning and management function of the SADC-GMI through:

- a. Budget preparation, tracking and reporting for all financiers
- b. Contact & relationships management with, banks, service providers, debtors, creditors, etc
- c. Support sourcing, data entry and effective operation of accounting software
- d. Organisation and conduct of annual audits including drafting of AFS
- e. Ensure compliance with Tax and VAT requirements in South Africa

- f. Support the development and proper utilisation of appropriate accounting and financial management templates and forms by all
- g. Monthly preparation and reporting on various reconciliations viz creditors, debtors, bank accounts, debit/credit cards, cash, etc
- h. Sourcing and effective utilisation of Payroll software system
- i. Support compliance with RSA labour and tax provisions
- j. Support in preparation, reporting and functionality of the Audit and Risk Management function
- k. Ensuring the asset register is up to date
- l. Any other duties as may be assigned from time to time by the Executive Director of SADC-GMI

Required qualifications and experience:

- a. A minimum of a degree qualification from a recognized institution in an accounting, finance, economics, or other field relevant to the job
- b. Must be a qualified Accountant with membership with a recognized professional body (e.g. SAICA, SAIPA, CIMA, ACCA, etc)
- c. Demonstrated experience working on similar tasks and systems foreseen under this post is a requirement
- d. Demonstrated proficiency in general computer software applications is mandatory, particularly Internet and MS Word, Excel, Outlook, PowerPoint.
- e. Ability to use accounting and payroll software systems is a requirement
- f. Previous working experience as a member of a multi-national and multi-disciplinary team is required