

JOB DESCRIPTION

Finance Officer

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 Finance Officer recently fell vacant.

Duty Station

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

The Position

The Finance Officer 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. Ensure compliance with Tax and VAT requirements in South Africa
- d. Monthly preparation and reporting on various reconciliations viz creditors, debtors, bank accounts, debit/credit cards, cash, etc
- e. Ensure compliance with donor-funded project policies and procedures
- f. Performing accounting, banking, budgeting and financial management tasks within a non-profit environment
- g. Support compliance with RSA labour and tax provisions

- h. Sourcing and effective utilisation of Payroll software system
- i. Support in preparation of Annual Financial Statements, project audits, risk management and internal control.
- j. Support in preparation, reporting and functionality of the Audit and Risk Management function
- k. 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 accounting, finance, economics, or other field relevant to the job.
- b. A postgraduate diploma in accounting and finance will be an added advantage.
- c. A minimum of 6yrs post-graduation working experience in the financial administration and management field
- d. Membership with a recognized professional body will be an added advantage.
- e. Demonstrated experience working on similar tasks and systems foreseen under this post is a requirement.
- f. Demonstrated proficiency in general computer software applications is mandatory, particularly Internet and MS Word, Excel, Outlook, PowerPoint.
- g. Previous working experience as a member of a multi-national and multi-disciplinary team.

Additional Skills

- a. Good understanding of accounting principles and standards.
- b. Good understanding of treasury management.
- c. Excellent interpersonal skills, as well as a good understanding of office practices and procedures.
- d. High level of integrity and accountability, flexible approaches to work, coupled with enthusiasm and commitment.
- e. Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.
- f. Ability to work under minimal supervision, be proactive, initiative, and with sound judgment.
- g. High level of accuracy, attention to detail, and thoroughness.
- h. Maintain high level confidentiality at all times.
- i. Creative thinking and problem-solving skills.
- j. Excellent communication and writing skills.
- k. Good analytical, planning, and organisational skills