



Brief: Finance and Administration Manager

Afesis-corplan is a developmental NGO that has contributed to deepening participatory democracy, good governance and pro-poor development in South Africa since 1992. Based in East London in the Eastern Cape Province, the organisation has emerged into a brand from the reputation it has built over time and through its work. Currently, Afesis-corplan's work focuses on local governance and land access for sustainable human settlements.

The organisation seeks to fill a vacancy in the position of **Finance and Administration Manager**. Reporting to the Executive Director, the incumbent will monitor and report on funding, produce regular management accounts, manage income and expenditure, maintain financial systems and support the overall implementation of the organisation's strategy. The position is one of the senior points of contact for those engaging with Afesis-corplan and as such the incumbent will be required to display a high degree of business professionalism. Furthermore, the incumbent is required to be self-motivated, flexible, take initiative and be a team player. A strong belief and alignment with the organisation's beliefs and values is pivotal.

The incumbent will be responsible for the external and internal audits as well as all donor and management reporting and as such, is expected to have experience in this area as well as in setting up and maintaining effective and efficient finance management systems. Experience of financial administration and bookkeeping including payroll is key. Background in human resources management, investment of reserves and supervision of junior administration staff will be an added advantage.

A post-graduate degree in Accounting or other related qualification is the minimum requirement with at least five years of senior management experience. The salary on offer is market related commensurate with experience.

To apply for this position, send a copy of your CV; cover letter and supporting documentation to lihle@afesis.org.za by 16h00 on 15 November 2017 alternatively, contact 043 743 3830 if you need additional information.