



JOB DESCRIPTION

Finance and Administration Manager

Organisation:	Skillshare Lesotho
Job Title:	Finance and Administration Manager
Scale:	L3 Point 1
Level of Effort (LoE)	70% to the Pact Supported Project
Location(s)	Maseru (Lesotho)
Category	Management
Contract	14 Months Fixed Term
Reports to	Executive Director
Terms	Fixed Term Contract (13 months) Commences 1 June 2017 and ends 31 June 2018

Overview of Position

The Finance and Administration Manager is responsible for providing leadership and direction on the management team, as well as, day-to-day management of the finance and administration functions for the organization.

This position will build and sustain the capacity of the finance and administration department and provide exemplary stewardship through the establishment, monitoring and improvement of accounting, finance and administrative systems and procedures.

The Finance and Administration Manager role will:

- Focus on planning, implementing and managing the finance and administration functions.
- Develop and leading the execution and monitoring of the finance, IT and administration plan

Main Duties and Responsibilities:

Organizational Infrastructure

- Ensures that management and operational policies and procedures are in place to ensure the operational activities are efficient and in-line with approved budgetary allocations, and meet all legal, ethical, Human Rights and Employment Standard requirements
- Establish and implement internal controls, finance policies and procedures, administrative and IT systems to ensure that the organization's day-to-day operational activities are efficient and effective, and are in-line with approved strategic initiatives and budgetary allocations

Organizational Resilience

- Upholds the values and principles of the organization
- Works with the Executive Director and management team to proactively eliminate financial and legal risk to the organization and its board members
- Ensures that the organization has adequate insurance (Director and Officer/Errors and Omissions, General Liability, Property Insurance, Employee Dishonesty and others as required) is up to date on all statutory remittances, and engages in the services of legal counsel when required
- Ensures that all programs and activities meet legislative requirements in the international regions in which it operate, board policies and directions and funding body criteria
- Ensures that the organization's assets are protected
- Ensures that appropriate administrative, financial systems, infrastructure, policies and procedures are developed to support the implementation and evaluation of the organization's strategies

Leadership

- Maintains professional conduct, confidentiality and ethical standards
- Leads the planning and execution of activities in the areas finance and administration across the Organisation
- Manage day-to-day operations of the Finance and Administration department

- Delegates bookkeeping and office management responsibilities and duties to direct reports
- Ensures that finance and administration are evaluated, and that recommendations are developed and implemented to increase the organizations impact
- Provides proactive, transparent and in-depth financial analysis to enhance the organization's leaderships and operations.

Revenue Management

- Monitors the collection and recording of accounts payables (grants) and receivables (pledges, donations)
- Ensure security of funds and accurate account coding and entry to accounting system
- Provide timely, accurate and clear reports to funders and donors
- Ensures reporting to funding sources is proactively and effectively completed by management staff
- Liaises with all funding sources as required and ensures monthly, quarterly and annual financial and agreements are met

Reporting

- Prepares and presents operational and finance reports on a monthly basis for the Executive Director, Board of Directors and management team
- Ensure the timely, accurate completion of all funder donors and Organisational Finance reports

Supporting the Executive Director and Board of Directors

- Prepares and presents reports including (regular, ad hoc, monthly) financial budgets and financial narrative reports for the review of the board of directors and management team - on a monthly basis
- Ensures that all financial reports (budgets and narrative) for board meetings are compiled and forwarded to the Executive Director one week prior to board meetings
- Advises and guides the Executive Director and Board of Directors on the external landscape with respect to changing governmental legislation that potentially affects and/or changes the financial, administrative requirements of non-profit organizations in Lesotho including the new accounting standards

- Recommends broad policy initiatives in areas such as privacy, data security, compensation grids and salary scales for the consideration of the Executive Director and board of directors
- Act as the Privacy Officer of the organization and thus ensures that the practices of the organization are in line with legislation and according to internal privacy policies applicable for employees, members and donors.

Financial Control and Risk Management

- Ensures the efficient and effective management of all financial functions of the organization
- Develop risk management plans
- Review, draft, implement and monitor internal controls and financial policies and procedures
- Develops, implements, adheres to and monitors compliance to internal financial controls to ensure that the organization is protected from risk
- Ensure that all statutory requirements of the organization are met
- Ensures that the organization makes all required government remittances and remits applicable taxes.
- Work with the Director to evaluate the effectiveness of fund development tactics, revenue and receivables strategy, and investment strategies
- Assist the Executive Director and management team to analyze the results and trends in support of membership and fund development activities
- Organize donor records, and ensure internal controls are maintained to safeguard the collection, receipt and processing of memberships and donations

Financial Budgets and Reports

- Develops the annual budget with respect to the requirements of the finance and administration function for the organization.
- Supports the Directors and Managers in the development of annual budgets for the various strategic initiatives, including external relations, fund development, board relations, professional development and staff meeting expenses.
- Develops annual budgets for the review and approval of the Executive Director and board of directors.

- Performs financial analysis, forecasting, reporting and monitoring the achievement of funding goals and the use of financial resources.
- Ensures that input is provided by Directors and Managers in the development of monthly financial budgets and monthly financial narrative reports.
- Provides monthly financial reports to Directors and Managers that include unconsolidated, strategic initiative specific income statements and monthly cash flow forecasts.
- Trains, supports, monitor and evaluate the ability of the managers and directors to manage budgets.
- Provides regular financial reports to the Executive Director that consist of a balance sheet, consolidated and unconsolidated income statements (with month, quarter and annual projections, actuals, and % and variances), and monthly and other cash flow forecasts, as well as a financial narrative report outlining the status of the organization and any current and/or anticipated changes in the financial position of the organization.
- Coordinate and oversee the annual audit

Financial Management

- Oversee accounts payable, accounts receivable, purchasing, donations processing and receipting
- Monitor the cash position of the organization
- Manage and oversee monthly bank and petty cash reconciliations
- Complete applications for suppliers and vendors and maintain accurate and complete reporting by establishing effective accounting systems and procedures for all initiatives and regional/remote offices
- Monitor the effective purchasing, payment of invoices, and expense reporting in regional/remote virtual offices
- Manage bank transactions including wire transfers and keeping track of signing authorities

Human Resource/Finance

- Review employee time-sheets and administer semi-monthly payroll.
- Administer all employee leaves (voluntary and involuntary).
- Place all new employees on the payroll system.
- Ensure approved salary increases are in line with the compensation system and implemented accordingly.

- Participate in the review and development of HR policies and procedures.
- Ensure that employee expense reports are completed accurately and in a timely manner.
- Processes employee expense reports in a timely manner and in accordance with policies and procedures, internal controls and budgetary commitments

Human Resource Management

- Develops updates and maintains HR related files and HR Information Systems.
- Participate in the Recruitment, interviewing and conducts reference checks (including pre-employment screening - criminal checks) for the administrative support positions.
- Orients new finance and admin staff on organization, its programs and services, its staff, the finance/administration department, and to their position
- Directs, engages, and coaches new finance and admin staff so that they are empowered to fulfil their role effectively.
- Provides monthly supervision and formally appraises the performance on an annual basis
- Reviews, amends (as required) approve and monitor the implementation of the work plan of finance and admin staff.
- Works with finance and admin staff to develop their work plan and performance objectives
- Provides professional development opportunities that will enhance the capacity, expertise and skill set of staff members and thus the organization
- Provides valued input on critical problems; participates in decisions affecting the organization's projects/programs and works collaboratively with staff to formulate organizational positions and policies on key issues
- Ensures compensation systems are adhered to and are competitive externally and adhered to internally

Administration

- Responsible for the proper development, administration and evaluation of information systems that connect staff within and across teams (e.g. phone, web sites, intranets, conferencingetc)
- Develops, maintains and evaluates the organization-wide portal to connect staff members and to facilitate effective project planning, data sharing and

information sharing within and between the central, regional and virtual locations.

- Ensures that the domain and web-hosting agreements are renewed annually
- Ensures effective administration and maintenance of administrative systems and information, such as databases, email addresses and passwords, files systems (soft and hard), phone and fax systems including Skype and other web/video/audio conferencing systems
- Ensures the effective selection, administration and maintenance of office equipment agreements, software contracts, office lease/rental, agreements
- Ensures the effective purchase, administration and maintenance of office equipment such as photocopiers, fax machines, computers, printers, digital cameras, cell phones
- Ensures effective record keeping of all financial and human resource files, contracts, inventory, leases, contracts and agreements.
- Coordinate the purchase of all office supplies.
- Oversee and support the bookkeeper/administrative support positions including answering and directing phone calls, handling email and walk-in inquiries.

Sector Knowledge

- Maintains contact with professional and industry associations, and government bodies to keep informed on issues, emerging best practices and systems issues
- Actively pursues professional development to maintain and enhance qualifications, knowledge and skills related to established professional goals

Working Conditions, Contacts and Consequences of Errors

- The impact of sound judgment, decision-making and management/leadership in this job function is of utmost importance to the organization and its overall ongoing success.
- Errors in judgment and decision-making or inferior leadership and interpersonal relations can have significant consequences to the organization, potentially affecting even the productivity, positive brand image and ongoing visibility of the organization.
- Examples of consequences include government action due to lack compliancy, revocation and annulment of nonprofit status, poor audit, high staff turnover, Employment Standards and Human Rights legal claims and loss of funding - with negative external relations resulting in loss of credibility and goodwill.

- This permanent full-time position has frequent contact with all levels of the organization's staff, board members, donors, contractors/vendors, volunteers and external stakeholders.
- The position works involves travels to districts and might require overnight stays
- Assist in any other accounting related functions, reporting requirement as well as in the preparation of any other ad-hoc assignments as assigned by management.

Qualification and Experience:

- 2 - 5 years prior experience as Finance Director/Manager or similar role with similar type of organization
- 2 - 5 years experience in financial management, in particular in the development, monitoring and reporting on the financial status of the organization and its various strategic and programmatic initiatives (financial management refers to more senior related accounting and controllership duties)
- 3 years experience in organizational administration
- 3 years experience managing staff members
- 3 - 5 years Experience working for a non-profit charitable organization
- Experience reporting to an Executive Director

Academic Qualifications

- ACCA with a degree in Accountancy, Finance or its equivalent with minimum 3-years of related working experience in Finance with exposure to donor related development-based environment.
- Courses or certificates in financial management for nonprofits organizations and human resource management are considered an asset.

Expertise & Skills

- Strong financial management acumen; knowledge of accounting procedures and protocols, budget administration and financial forecasting, analysis and reporting.
- Strong human resource management expertise; ability to supervise and mentor staff and engage staff members and inspire credibility, confidence and build consensus.

- Strong interpersonal skills and the proven ability to provide leadership to a team and to work in a team environment.
- Strong project management experience; ability to develop, monitor and evaluate multiple projects with multiple deliverables and deadlines. Ability to plan, organize and lead the implementation of plans and processes.
- Strong knowledge of general HR/Finance functions such as group health benefits, expense processes, processing new hires and terminations.
- Excellent written and oral communication, presentation and negotiation skills
- Excellent written communication skills in English.
- High comfort and tolerance to manage stress and role demands.
- Strong interpersonal skills and the proven ability to provide leadership to a team and to work in a team environment.
- Ability to lead, motivate a large team of staff, adapt, embraces strong cultural diversity, work in multi-ethnic teams.
- Have interpersonal qualities necessary to generate enthusiasm, integrity and build consensus with direct reports and staff members.
- Supports and promotes a culture that embraces diversity and the inclusion of all, one in which convergent and divergent ideas and perspectives are respected, valued and considered, and one in which forms of abuse of power and oppression are proactively minimized and eliminated.
- Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking skills, displays good judgment.
- Effective at proactively assessing and resolving conflicts.
- Written and verbal fluency in English.
- Advanced proficiency with computerized financial systems such Sage and databases.

HOW TO APPLY:

Please submit a current CV, along with a cover letter that addresses how you meet the necessary qualifications and outlines why you want to work for Skillshare Lesotho, to info@skillshare.org.ls and copy maboiteljobo@yahoo.co.uk and john.t@skillshare.org.ls.

Please include "Finance and Administration Manager" in the subject line of the email.

For hand delivered applications

Address the Applications to the;

**Executive Director
Skillshare Lesotho
PO.BOX 269 Maseru
42b Old Europa
UN Road, Opposite Maseru Golf Club**

Deadline for applications: 16th June 2017 at 4:00PM.

We thank all those who apply, but only shortlisted candidates will be contacted.

No calls please.