



# SABCOHA

SA BUSINESS COALITION ON HEALTH & AIDS

HEALTHIER EMPLOYEES | HEALTHIER WORKPLACES | HEALTHIER COMMUNITIES

## JOB ADVERTISEMENT SENIOR FINANCE OFFICER

<b>BACKGROUND</b>	<p>SABCOHA is seeking an experienced finance professional act as a Senior Finance Officer.</p> <p>The Senior Finance Officer will be tasked to assist the Finance Department in improving and meeting all financial requirements as required by the organization and its funders.</p> <p>The candidate will work closely with the CEO, Financial Manager, and the finance team.</p> <p>The focus will mainly be on general Finance Management particularly in sorting out finance systems, processes and procedures.</p> <p>Essential for success in this position will be a demonstrated high performance in financial and treasury management, including business and NGO/NPC background.</p> <p>Previous exposure to fundraising is desirable as the candidate will be required to contribute to the organization's fundraising strategy.</p> <p>Excellent relationship building, people and communication skills.</p>
<b>POST ADVERTISED</b>	<ul style="list-style-type: none"><li>• 26 May 2021</li></ul>
<b>CLOSING DATE</b>	<ul style="list-style-type: none"><li>• 31 May 2021</li><li>• Any application that will be received after 16h00, will be rejected</li></ul>
<b>ENQUIRIES</b>	<ul style="list-style-type: none"><li>• Mr S Qupe <a href="mailto:sabelo@sabcoha.co.za">sabelo@sabcoha.co.za</a></li></ul>
<b>APPLICATIONS TO BE SENT TO</b>	<ul style="list-style-type: none"><li>• Mr S Qupe <a href="mailto:sabelo@sabcoha.co.za">sabelo@sabcoha.co.za</a></li></ul>
<b>PLEASE SUBMIT</b>	<ul style="list-style-type: none"><li>• A comprehensive Resume</li><li>• Copies of all certificates relevant to this post</li></ul>
<b>RELOCATION COSTS</b>	<ul style="list-style-type: none"><li>• All prospective candidates are free to apply. However, SABCOHA will not pay relocation costs</li></ul>

<p><b>DUTIES AND RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• Strategic leadership and guidance of the finance function</li> <li>• Participate in the development of the organization’s strategic plans and programs aimed at strengthening the financial model</li> <li>• Provide timely and accurate analysis of budgets, financial reports, and financial trends analyses to assist the Board, CEO and management of the organization</li> <li>• Oversight of Financial and Management accounting</li> <li>• Manage and oversee the relationships with independent auditors, banks, and other financial stakeholders</li> <li>• Oversight over tax compliance to maintain tax efficiency</li> <li>• Oversight over in-house Finance</li> <li>• Oversee development and implementation of finance policies and procedures</li> </ul>
<p><b>REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Preference will be given to a qualified Chartered Accountant (SA) or Associate General Accountant (SA) or equivalent</li> <li>• Minimum 6-8 years of experience financial reporting and management</li> <li>• Excellent leadership and people management experience.</li> <li>• Knowledge and experience in investment and wealth management strategies.</li> <li>• Demonstrated experience in developing, implementing, and evaluating strategic plans, and budgets.</li> <li>• Experience in financial modelling</li> <li>• Strong verbal and written communication skills.</li> <li>• Proficient in problem solving analytics.</li> <li>• Willingness to make decisions, exhibit sound and accurate judgment</li> <li>• Highly developed administrative and business process skills</li> <li>• Commitment to working with diverse communities and cultures.</li> <li>• Strong work ethic, highly developed organizational, interpersonal and communication skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Computer proficiency in Microsoft Outlook, Word, Excel, PowerPoint, Online and computer-based Accounting packages, Oracle &amp; ERP systems</li> <li>• Commitment to customer service, professionalism, and integrity</li> <li>• Able to motivate staff to embrace change and new methodologies</li> <li>• Able to translate financial information and best practices to non-financial staff at all levels</li> <li>• An open, engaging, accessible management style</li> <li>• High integrity and openness combined with commitment to good governance</li> </ul>
<b>ADVERTISEMENT</b>	<ul style="list-style-type: none"> <li>• These posts will only be advertised on the SABCOHA <a href="http://www.sabcoha.org">www.sabcoha.org</a></li> </ul>
<b>JOB TITLE</b>	<ul style="list-style-type: none"> <li>• Senior Finance Officer</li> </ul>
<b>LOCATION</b>	<ul style="list-style-type: none"> <li>• Head Office – Randburg</li> </ul>
<b>1<sup>st</sup> LINE OF REPORTING</b>	<ul style="list-style-type: none"> <li>• Finance Manager</li> </ul>
<b>CONTRACT PERIOD</b>	<ul style="list-style-type: none"> <li>• This will be a 10 Month contract, with a possibility of extension, subject to funds being available.</li> </ul>
<b>PERSONAL ATTRIBUTES REQUIRED</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Hard working</li> </ul>
<b>REMUNERATION</b>	<ul style="list-style-type: none"> <li>• Market-related</li> </ul>