

## ADVERT - FINANCE MANAGER

The Health Foundation of South Africa is an NPC whose mission is to mobilise resources that enhance public health services through collaboration with public and private stakeholders.

We are seeking an experienced Finance Manager to join our team. The incumbent will be required to manage all work processes in finance and assist the CEO in the preparation of donor financial reports.

**Location:** Cape Town (Office-based)

**Reports to:** Chief Executive Officer

**Position:** Full time

### Minimum Requirements:

- Bachelor's degree in Finance, Accounting, or related field
- 10+ years of financial management experience, 5 years or more in the non-profit sector would be an advantage
- Strong knowledge of non-profit accounting principles, PFMA, and grant management
- Experience with public and private healthcare funding mechanisms
- Registration with a recognised professional accounting body as well as being an active tax practitioner

### Skills:

- Proficiency in financial software (Quickbooks) and advanced Excel skills
- Strong analytical and problem-solving abilities
- Excellence in budget development and management
- Leadership experience in team supervision
- Ability to translate complex financial concepts for non-financial stakeholders

### Attributes:

- Exceptional attention to detail and high standards on quality
- Outstanding communication skills - verbal and written; proficiency in English
- Ability to work under pressure in a deadline-oriented environment
- Ability to work confidently in a dynamic team

### Responsibilities:

- Oversee all financial administration, including but not limited to budgeting, forecasting, reconciliations, financial reporting and banking
- Manage the full scope of donor funding reporting which includes pre-award and post-award budgeting and tracking of compliance against approved donor budgets ensuring compliance with the donor regulatory requirements
- Review monthly organisational Payroll

- Manage all SARS related matters including but not limited to EMP201 and VAT submissions
- Develop and maintain internal controls and financial policies
- Preparation of all audit files and subsequent maintenance
- Coordinate with external Auditors to complete the audit process
- Supervise Finance staff
- Partner with Project/Unit Heads to optimize resource allocation
- Prepare financial analyses and reports for the Board of Directors

**How to apply:**

1. Complete the Form on the attached link – [Application Form](#)

Closing date for applications is **02 December 2024 (17h00)**

**NB:**

- Only short-listed candidates will be contacted.
- We are committed to equity in our employment practices.
- We reserve the right not to appoint if no suitable candidates are identified.
- Salary will be negotiable dependent on experience.

For more information about the organization please visit our website at [www.thehealthfoundation.org.za](http://www.thehealthfoundation.org.za)