
Position Description

Vacancy Title: **Manager Finance**

Location:

Reports To: **None**

Objective

The role will manage the PDF finances and financial reporting for the Secretariat and a support role for the project funding recipients, and with timely coordination of the daily operational and administration functions as they impact on the financial governance of PDF. S/He will also ensure efficient office administration and human capital management, IT, procurement when required. This role reports to the CEO.

Outcomes

Organisational Stakeholders

1. Financial compliance for all stakeholders ensured

- Finance function is compliant, efficient, and effective.
 - Accounts are managed and reported in a complete, timely, and accurate manner.
 - General Ledger, P&L, Bank Reconciliation, and Balance Sheet are maintained and updated.
 - Project grant budgeting and reporting are complete and accurate.
 - Funds to OPDs are disbursed in a timely and verifiable manner.
 - Accrual accounts are coordinated and reconciled.
 - Procurement and supply chain processes are managed.
 - XERO accounting system is maintained with accurate and up-to-date entries.
 - Creditors, consultants, and international vendors are paid on time.
 - Payroll records, including leave and entitlements, are processed and verified.
 - Liaison with banks, FNPF, and FRCS is maintained.
 - Internal and external audits are coordinated and supported.
 - Donor accounts are verified and reports are prepared.
 - Investment options for financial sustainability are explored and recommended.
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2. Effective financial administration within and across PDF

- Financial support is provided to 24 OPDs for capacity-building projects.
 - OPDs receive guidance and training on core funding acquittals and reporting obligations.
 - Core funding MOUs with OPDs are processed and disbursed on time.
 - Forecasted expenses for new projects are verified.
 - Stakeholder and management meetings are efficiently coordinated.
 - Financial risk and compliance (including OHS) are assessed and monitored.
 - Statutory and compliance obligations are met.
 - Office equipment is procured and asset registers maintained.
 - Office environment is kept clean, safe, and functional.
 - Vehicles are maintained to support PDF operations.
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3. Financial governance and corporate services

- Financial governance practices are implemented across all operations.
 - Financial statements are prepared for auditors, the Board, and finance committees.
 - Finance function is led and managed effectively.
 - Investment opportunities are assessed and presented for decision-making.
 - Training is provided to staff and OPDs on financial reporting and reconciliations.
 - Finance policies and procedures are developed and followed.
 - OPD financial audits and governance are supported.
 - OPD audited reports are received before fund disbursement.
 - Budgets for core and project funding are prepared and monitored.
 - Finance and administration team performance is monitored and assessed.
 - Organisational policies and procedures are developed and implemented.
 - Remote work policies are supported through finance and admin systems.
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4. Establishing reputation with funding partners and stakeholders

- Donor proposals are prepared with complete and timely financial input.
- Proposal budgets are developed and reviewed.
- Donor MOUs, agreements, and contracts are drafted and vetted.
- Donor reporting schedules are maintained and adhered to.
- Narrative and financial reporting timelines are shared with relevant managers.
- High standards in funding and programme acquittal reporting are maintained.

5. Oversight and delivery of financial reporting and documentation

- Monthly, quarterly, and ad hoc reports are accurate, relevant, and timely.
- P&L, Balance Sheet, and bank reconciliations are prepared and reviewed.
- Financial reporting supports CEO, Board, and programme delivery.
- Financial analysis aligns with organisational performance measures.
- Reports are clear, accessible, and support informed decision-making.
- Spending across funding sources is tracked and reported.
- Reports are presented to senior managers to support programme decisions.
- Project funding allocations are increased through accurate reporting.
- CEO is promptly informed of unresolved issues affecting financial governance.

6. PDF's image and value standards demonstrated and promoted

- Team collaboration is fostered across all departments.
- Staff are encouraged and supported in upholding PDF's image and values.
- PDF values are demonstrated through professional conduct and accountability.

Responsibilities - Key Competencies

Competence Description

Business

Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.

Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.

People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Learning	Develop the competencies of self and others to enhance performance.

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Technology Application	Apply technology.

Qualifications

Qualification Discipline Notes

Preferred

Degree	Public Administration and Management, Degree in Business, Finance or Accounting
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Desirable

Qualification

Higher Degree incl. Post Grad Cert or
Dip

Discipline

Accounting and Finance, Business Administration

Notes

Work Knowledge and Experience

Significant experience in accounting and finance operations.
 Proven experience in financial budgeting, forecasting, and analysis.
 Experience in managing accounts payable and receivable functions.
 Supervisory experience with responsibility for managing finance teams.
 Awareness and understanding of disability inclusion and working with persons with disabilities.
 Advanced working knowledge of MYOB; experience with Xero is an advantage.
 Demonstrated understanding of financial management within the development/donor sector.
 Experience in conducting or supporting internal audit processes.
 Minimum of five (5) years' experience in a senior finance or management role in a relevant field.

Requirements

Language Proficiency

Strong written and spoken English language proficiency

Professional Associations

Membership of appropriate Professional Institutions

Regulatory Compliance Requirements

Police Clearance
 Drivers Licence

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Chief Executive Officer	
	Finance and Corporate Services Team	
	Director Operations	
External		
	Auditors	
	Financial Institutions	
	Government Officials	
	Suppliers	
	Contractors	
	Donors	
	Embassy Staff	
	Members and advocacy groups	
	NGO's / CSO's	
	CROP Agencies	
	Statutory Authorities	
	Taxation Authority	

Type	Interaction	Comments
	Member OPDs	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Realistic	Shows concern for facts and reality, rejecting the impractical.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.
Forthright	Speaks out frankly without hesitation, showing a direct manner.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Challenger	Queries, tests information/beliefs and provokes thought.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined / Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
Initiative	Takes action and makes decisions without the help or advice of other people.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 01 Jun 2025