

**Harambee Youth Employment Accelerator** is a not-for-profit social enterprise building African solutions for the global challenge of youth unemployment. We work in South Africa and Rwanda with many partners who are committed to results that can work at scale – including government, the private sector, civil society, and **over 1.5 million youth.**

**Harambee** is an anchor partner in a breakthrough platform called **SA Youth**. It is part of the **Presidential Youth Employment Intervention** – a coordinated strategic national plan, announced by President Ramaphosa in his 2020 SONA, that sets out priority actions to address the youth unemployment challenge in South Africa by creating opportunities for young people at scale.

SA Youth brings together many partners to create a single national network to allow young people to access a wide selection of earning and learning opportunities, and for opportunity holders to access young engaged work-seekers – for free!


Our staff complement of almost 500 motivated people continues to work both on-site and remotely in a fluid and vibrant environment to tackle the challenges of a country where over 50% of young people are unemployed.


**Winner of the 2019 Skoll Award and 2019 Conscious Companies Award.**


**#changeistheonlyconstant**



**Learn more about Harambee Youth Employment Accelerator:**

 [Harambee Overview](#)

 [Changing the System](#)

 [What is SA Youth](#)

[www.harambee.co.za](http://www.harambee.co.za)

# JOB OPPORTUNITY SPECIFICATIONS

## POSITION

Financial Manager

## LOCATION

Johannesburg

## ROLE PROFILE

As a social enterprise that partners closely with government and private sector to solve youth unemployment, Harambee seeks a dynamic finance manager. This highly fluid role requires a candidate that has excellent technical and problem-solving skills, a proactive approach to work, impeccable judgment, and a proven track record in getting things done. The role involves maintaining accounting records, financial management, budgeting, reporting, analysis, and talent management to maintain a strong and effective finance department that enables and supports the business.

If you are passionate about thinking outside the box to build solutions for what is arguably society's most pressing challenge, this opportunity could be for you.

All Harambee team members are required to adopt a flexible approach to their roles as we are a rapidly evolving and innovative organisation. While key responsibilities of the role are outlined below, Harambee reserves the right to change and/or expand on these responsibilities as the organisation evolves and as the employee grows.

## KEY RESPONSIBILITIES FOR ALL ENTITIES

### Finance and Treasury Management

- Maintain accurate financial records in accordance with IFRS
- Ensure that financial risks are identified and effectively managed through the implementation and monitoring of appropriate accounting procedures (aligned with IFRS), sound internal controls and good governance structures
- Ensure that the organisation's core finances are managed and accounted for in an effective and transparent manner
- Review the effectiveness of the accounting and reporting systems on an ongoing basis, to identify areas for enhancement or improvement
- Prepare relevant and accurate monthly management accounts for submission to the relevant stakeholders including the CFO, executive management team, as well as address any queries raised
- Oversee the full accounting functions including the income statement, accounts receivable, accounts payable and all assets
- Ensure that the organisation has adequate short-term and professional indemnity insurance cover
- Manage the full payroll function
- Manage compliance with all relevant SARS registrations and requirements (monthly, bi-annually, and annually)
- Manage compliance with all relevant CIPC registrations and filing requirements
- Provide organisational staff with efficient and effective support/assistance from the finance department
- Assist with finance staff training and development to ensure that the team has up-to-date awareness and knowledge of best practice and financial matters
- Work in partnership with the Projects and Funder Team Lead and Executive to ensure a fully integrated and efficient finance function
- Manage the core finance team which includes managing all team deadlines, delegating as and where necessary, managing work allocation, as well as, approving any staff leave
- In collaboration with the CFO, effectively manage all cash flows to meet the organisational needs
- Liaise and manage the existing relationship with the organisation's bankers
- Review all Electronic Funds Transfer (EFT) payments weekly
- Ensure that all source documents are appropriately filed, and files are properly labelled to facilitate the easy retrieval of documents

### Budgets and forecasts

- Assist the respective business units with the preparation of their annual budgets including assessing the accuracy and reasonableness thereof
- In collaboration with the CFO, prepare the organisation's consolidated annual budget, as well as, prepare the half year review and forecast
- Monitor monthly actual expenditure against budgets and activities, identifying variances and ensuring that the necessary follow-up action is taken
- Prepare timeous and accurate financial reports for submission to the CFO, executive management team and the board of directors

### Financial Statements and Audits

- Lead and manage the preparation of the organisation's annual financial statements
- Manage the existing relationship with the organisation's external auditors
- Undertake audit preparations to ensure an efficient, effective, and successful audit process
- Ensure that audit findings are timeously resolved, prior to the commencement of the next year's audit

### Contract and Procurement Management

- Work in partnership with the National Procurement & Contract Manager to monitor and ensure compliance with the organisation's Procurement Policy and related procedures, including contract negotiation
- Ensure that organisational spending is undertaken inline with the organisation's Procurement Policy and with due regard for value-for-money
- Identify areas for potential cost savings
- Assist with the review of procurement policies and procedures on an ongoing basis to identify areas for enhancement
- Provide support to the National Procurement & Contract Manager with tender processes, including the development of tender dossiers
- Monitor, where relevant, service providers/suppliers to ensure that deliverables are in accordance with the terms and conditions of signed contracts

## MINIMUM REQUIREMENTS

- A BCom in Financial Accounting or Financial Management
- Completed articles with an accredited audit firm
- Membership with either SAICA, ACCA or CIMA would be advantageous
- Proficiency on Pastel Evolution and SAGE 300 People software
- Minimum of 5 years work experience in an audit, accounting, or core finance environment
- Minimum of 2 years management experience (people and/or otherwise)
- Experience in the not-for-profit and/or social sector would be advantageous

## THE IDEAL CANDIDATE HAS THE FOLLOWING ATTRIBUTES:

- Able to establish and maintain sound relationships with key stakeholders
- Able to provide the inspiration, direction and incentives required for team success
- Able to create an environment conducive to learning and development
- Able to embrace diversity and ensure fairness
- Able to focus on optimising own and others' energy to drive results
- Able to use analysis, logic, innovation, experience, skill, and knowledge to solve problems
- Able to express oneself effectively verbally and in writing in the English language
- Able to demonstrate strong conviction in own judgment and actions
- Able to use discretion and deal with sensitive information in a confidential and professional manner
- Advanced proficiency in MS Office - including Word, Excel, PowerPoint, and Outlook
- Excellent interpersonal skills and a high degree of emotional intelligence (EQ)
- Strong planning and organisation skills
- Strong attention to detail
- Strong customer service orientation

**Apply for this position by sending your CV to [recruitment@harambee.co.za](mailto:recruitment@harambee.co.za), including the position you are applying for in the subject line.**

September 2021

