VACANCY ANNOUNCEMENT

Finance and Administration Manager

Closing date: 6th January 2023 at 23:59 GMT

Job location: Johannesburg, South Africa

Contract type: Fixed Term

The Role:
The Finance and Administration Officer will report to the Country Programme Manager and have matrix report to the Finance Advisor (GS), Finance Manager (AAZ) and HROD Manager (AAZ). The role is responsible for Finance, Administration, Human Resources and Procurement.

Under the overall guidance of the Country Programme Manager, the Finance and Admin Officer will ensure that the Country Programme Finance operations processes are in line with agreed policies and procedures. Additionally, the role will also be responsible for ensuring compliance with donor and national regulatory requirements. The role will also coordinate the full spectrum of human resources activities for AASA, to include recruitment, selection, and on boarding, and implementation of HR and Procurement policies. The position holder be responsible for organizing and coordinating all AASA procurement activities while maintaining Value for Money (VFM) principles at all times.

Who we're looking for:
You should have significant experience in a similar role preferably in a multi-country setting and should be in possession of an Accounting Diploma (NQF5) in Finance / National Diploma / Degree in Human Resources or Diploma / Degree in Supply Chain Management from a reputable tertiary institution. You must have worked for at least 5 years bookkeeping experience, 3 years’ experience in HR and 2 years’ experience in Logistics or Supply Chain in an NGO environment. You should have strong computer skills and knowledge of computerized accounting and HR packages. Knowledge of Sun Systems will be an advantage. You should have good interpersonal relations and communication skills, be proficient in Microsoft Office suite and demonstrable organizational and administrative skills. You should be able to uphold and respect procurement ethics and to conduct activities with integrity. You should be a good team player who demonstrates patience, dependability, flexibility and honesty. You must have experience of a cross-cultural environment, be able to work neatly, accurately and give attention to detail. You should be willing to travel, often at short notice and to remote/rural areas and having a Driver’s License is essential. English is a must and knowledge of other languages is desirable. You should have strong commitment to ActionAid’s values and ethos, including ActionAid’s feminist leadership principles.

What we offer
ActionAid is committed to providing a welcoming, supportive workplace where we recognise a job well done. We offer a fair compensation package and a flexible working environment. At ActionAid, you can look forward to:

- Fantastic training and development opportunities
- A workplace that embraces feminist leadership principles
- Generous maternity, paternity and adoption pay

How to apply
Please send your CV and cover letter to rsarecruitments@actionaid.org by 6th January 2023 at 23.59 GMT.
To be considered for this role, you must be able to provide proof of eligibility to work in South Africa at the time of appointment.

Kindly note that only shortlisted candidates will be contacted- usually within 2 weeks of the closing date.

**About us**
ActionAid is a global federation working for a world free from poverty and injustice. We want to see a just, fair and sustainable world, in which everybody enjoys the right to a life of dignity, and freedom from poverty and oppression.

We work to achieve social justice and gender equality, and to eradicate poverty. All our work is underpinned by a set of feminist leadership principles: **self-awareness, self-care and caring for others, dismantling bias, inclusion, sharing power, responsible & transparent use of power, accountable collaboration, respectful feedback, courage and zero tolerance** for harassment, exploitation and abuse

**Our commitment to safeguarding**
ActionAid is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. We are also committed to preventing and responding to any form of sexual harassment, exploitation and child abuse and abuse of adults at-risk, whether carried out by staff/representatives or resulting from our work. ActionAid expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

**Note:**
ActionAid is committed to supporting flexible working. If you would like to discuss flexible working options, including the possibility of a job share for this role, there will be space to do so during the interview process.

Candidate will require the right to work in the job location at the time of appointment.