

## **Job Opportunity: Finance and Administration Manager**

### **Position Summary**

The Finance and Administration Manager oversees financial health and administrative operations. This role includes managing budgets, ensuring compliance with statutory regulations, supervising financial reporting, and leading administrative processes to ensure organisational efficiency and effectiveness.

### **Key Responsibilities**

#### **1. Financial Management**

- Develop and manage budgets in alignment with organisational goals.
- Oversee financial planning, forecasting, and analysis.
- Ensure timely and accurate preparation of financial statements and reports.
- Implement and monitor internal controls to safeguard the organisation's assets.
- Manage cash flow to ensure financial stability.

#### **2. Compliance and Risk Management**

- Ensure compliance with all legal, statutory, and regulatory requirements.
- Prepare and manage audits, addressing findings and implementing recommendations.
- Monitor financial risks and develop mitigation strategies.

#### **3. Revenue Growth Support**

- Work with other departments to support revenue-generating activities, including grant management, sponsorships, and training programs.
- Ensure profitability analysis for various programs and initiatives.

#### **4. Administrative Oversight**

- Oversee office administration, procurement, and asset management.
- Develop and implement efficient administrative systems and processes.
- Ensure compliance with organisational policies and procedures.

#### **5. Team Leadership**

- Lead and mentor the finance and administration team.
- Conduct performance evaluations and provide professional development opportunities.

#### **6. Technology and Process Improvement**

- Identify and implement technological solutions to improve financial and administrative operations.
- Ensure efficient use of resources to maximise operational effectiveness.

**Key Performance Indicators (KPIs)**

- 1. Financial Management:**
  - Accuracy of financial reporting with 0% material errors.
  - Timely preparation of budgets, forecasts, and financial statements.
- 2. Compliance:**
  - 100% adherence to legal, statutory and regulatory requirements.
  - Successful completion of audits with minimal findings.
  - Complete 100% of statutory filings on time.
- 3. Revenue Growth Support:**
  - Achieve cost savings of at least 10% through efficient resource allocation.
  - Timely and accurate financial analysis for revenue-generating programs.
- 4. Administrative Efficiency:**
  - Reduction in administrative turnaround times by 20%.
  - Implementation of at least two process improvement initiatives annually.
- 5. Team Leadership:**
  - Achievement of 90% staff satisfaction in performance evaluations.
  - Develop and execute training plans for team members.