

PART-TIME HEAD OF FINANCE & ADMIN

Specs

Job Title: Part-Time Head of Finance & Admin

Reports to: Chief Executive Officer

Location: Windhoek

Job Level: Management/Senior

Primary Purpose of the Role

To contribute towards ORKCA's strategic objectives and its good corporate governance and financial management by planning, leading, organising and coordinating organisational financial, administrative, legal secretarial and human resource support services. The Head of Finance and Admin, through productive and efficient financial and administrative management services, will be providing the necessary support to the ORKCA executive and operational staff at central and regional offices to enable them to improve the effective and efficient provision of support to landowners and communities within ORKCA's target conservation area. The Head of Finance and Admin is also responsible for all communications relevant to his/her area of responsibilities and collaboration with government, partner organisations and donors as deemed necessary to achieve the above objectives.

Key Responsibilities

- Strategic Management Support
- Corporate governance
- Grants management
- Financial management
- Administrative services
- Human resource services
- Any reasonable tasks delegated by the Chief Executive Officer

Key Performance Areas (KPA's)

Management work:

- Planning – forecasting, developing objectives, programming, scheduling, budgeting and workplans.
- Organising – determine roles and responsibilities, delegate duties and develop relationships.
- Leading – decision making, communications, motivation and selecting and developing people.
- Coordinating – measure, evaluate and correct performance (activities, outcomes and impacts).

Technical work:

- Strategic management support – executive management support, participate in strategic planning, joint annual planning.
- Corporate governance – good general practice, statutory compliance, legal secretarial services.
- Grants management – allocations, management of donor funds, field reports, donor compliance and reports.
- Financial management – Finance Policy and Procedures, financial management systems, financial modelling, financial support services, financial investments, annual budgets, financial reports, audits.
- Administrative services – asset risk management, regional support services, secretarial services.
- Human resource services – HR governance and compliance, HR management support, staff performance management and career development, periodic assessments with reviews and reports.
- Division's performance management – meetings, performance appraisals, staff capacity building
- All duties must be carried out in close consultation with the Chief Executive Officer.

Key Performance Indicators (KPIs)

Management work:

- All planning is done according to ORKCA guidelines and submitted in time, including:
 - Annual and bi-annual review of priorities (forecasting) for all support services.

- Developing priorities and objectives for all support services.
- An annual ORKCA budget is drafted and presented to the board for approval, incorporating operational budgets.
- periodical workplans exist for all support services staff.
- Organising
 - Roles and responsibilities of all staff are in writing and understood by all.
 - Delegations of responsibilities and lines of communication are understood and followed by all staff.
 - Relationships between all support services and with operational staff and key stakeholders are good.
- Leading
 - Decisions are made without delay in consultation with the Chief Executive Officer and no upward delegation takes place where policies and procedures are in place.
 - Communications are clear and understood by all.
 - All vacancies for which authority was granted are filled with appropriately qualified staff along recruitment guidelines within two months.
 - Staff training needs are identified during performance appraisals and incorporated into training plans, workplans and budgets and are implemented.
- Coordinating
 - All activities in the approved workplans are implemented.
 - Progress with planned workplans and budgets are measured, reviewed, and reported.

Technical work:

- Strategic management support
 - Executive management support is provided through participation in meetings as required.
 - Participates in and provides inputs at all strategic evaluation, review, and planning sessions.
 - Contributes towards the planning and conducting of the joint annual planning sessions.
- Corporate governance
 - Good general corporate governance is in place.
 - ORKCA remains compliant with all statutory requirements.
 - Legal secretarial services are in place to ensure compliance with the requirements of the ORKCA Section 21 Companies Act (i.e. board meetings, updates with registrar, etc.)
 - ORKCA complies with all legislation (e.g. tax legislation, Employment Equity Act, etc.)
- Grants management
 - Staff time and operational expenditures are consistently and correctly allocated to available grants.
 - Donor funds are managed in line with contractual agreements.
 - Grant funds availability is reported to management (operations and projects) on a monthly basis within 25 days of month-end.
 - Donor financial reports comply with donor requirements and are submitted in time.
- Financial management
 - ORKCA has a functional and user-friendly financial management system tailor-made to the needs of management.
 - Financial management and accounting practices are in line with Finance Policies and Procedures.
 - Management at all levels are satisfied with financial support services.
 - The board approves the annual budget before commencement of each new financial year.
 - Financial reports comprising income statements compared against budgets are submitted to management and the region monthly, and against prior year annually, and reflect efficient use of resources.
 - Management Accounts are provided to the CEO timeously for decision making
 - Financial reports comprising income statements and a balance sheet compared against budgets and prior year are submitted to the board through the CEO quarterly and reflect efficient use of resources.
 - Donor and own fund audits are done in time and remain unqualified.
- Administrative management
 - Management and operational staff are satisfied with administrative support services.
 - Risk management measures are in place for all assets (safety, security, inventories, asset control measures, insurance, vehicle tracking devices, etc.).
- Human resource services
 - HR governance and compliance are in line with HR policy.
 - Management and regional staff are satisfied with human resource support services.
 - Staff performance is measured throughout the organisation.
 - Career development support is provided to all staff.
 - Periodic staff performance assessments with reviews and reports are done .
 - Monthly payrolls are processed in time.
 - Affirmative Action reports are submitted annually in full compliance with the Employment Equity Act.

- Division's performance management – people, IT and automated systems
 - Regular (preferably bi-monthly) one-on-one meetings with own staff and participation in management meetings.
 - Subordinates have their performance appraisal done at least once a year and agreement is reached on individual development targets and capacity building plans.
 - Targets and capacity building plans from prior year have been achieved.

Key Working Relationships

Internal: Chief Executive Officer, Executive Management and peers

External: MEFT, NCE, NACSO, NGO field partners, donors, media.

Resources Responsible For

- Organisational: All operations and good governance of the Finance and Admin functions.
- Financial: All grant funds, funded activities, and approved budgets of ORKCA.
- People: All support services staff.
- Equipment: All ORKCA assets (office, vehicles, equipment, furniture) and IT and automated accounting systems.

Person Specification: Essential Qualifications, Competences

- Preferably a bachelor's degree in finance with knowledge and ten (10) years' experience, preferably in the non-profit or related NGO sector, and in optimising the use of automated financial management systems.
- Organisational and financial management skills at a management level. Critical thinking and problem solving. Planning, organising, executing and reporting.
- A strong team player that can work within a management team and with multiple partners and is comfortable with cultural diversity.
- Energetic, innovative, optimistic and a bold thinker who is action orientated.
- Decision making and communication skills. Influencing and Leading. Negotiation, conflict management, adaptability, and people management skills. Ability to deal with pressure.
- Coaching and mentoring experience.

