



The International Budget Partnership collaborates with civil society around the world to analyze and influence public budgets in order to reduce poverty and improve the quality of governance.

Based in Cape Town, The International Budget Partnership South Africa seeks to appoint a

SENIOR OPERATIONS AND FINANCE MANAGER

The Senior Finance and Operations Manager will be reporting to the Country Manager of IBPSA, and will ensure careful, ethical and strategic finance and operations management of IBPSA in line with the organisational policies and values.

Key responsibilities for this position include:

- Ensuring all statutory requirements are met on an ongoing basis
- Responsible for the smooth functioning of the office
- Streamlining the IBP office diary and coordinate staff travel and other logistics
- Streamlining office systems for efficiency and effectiveness
- Developing sound internal financial systems and ensure that developed systems are followed in practice
- Interacting directly with the book-keeper and ensuring that their contracted work is completed timeously and effectively
- Processing payments in keeping with agreed financial systems
- Responsible for the HR function of the IBPSA team
- Managing salary payment process – ensuring monthly payroll figures are sent to the Bookkeeper and payslips are generated
- Managing the grant approval process for partner grants
- Managing the reporting schedules of partner grants and prompt partners for timeous reports
- Creating budget templates for partners
- Managing monitoring and evaluation of partner grants
- Managing the reporting schedules of IBPSA funded grants

The **Senior Operations and Finance Manager** must have and be able to demonstrate:

- Bachelor's degree in social science, economics, or a related development field
- 5 - 10 years' experience in working in an international development sector organisation at a senior administrative level
- Experience in managing financial and human resource systems
- Experience in streamlining administrative systems, diaries and logistical arrangements
- Excellent written and verbal communication skills and the ability to develop long distance functional working relationships with head office staff in Washington DC
- Skills in problem solving, troubleshooting and general lateral and logical thinking are essential

View the full job description and application instructions on the Vacancies page at www.actionappointments.co.za and email your application to tracy@actionappointments.co.za

