



**Finance Manager – Sub Recipient (SR) Grants: Global Fund Programme
18 Months Fixed Term Contract (01.10.2023 – 31.03.2025)
R 932 505.00 TCTC Per Annum**

AFSA wishes to appoint suitably qualified individual to serve as **Finance Manager – SR Grants** for the **Global Fund** grant. Suitable applicants must reside in Durban or be willing to relocate. Applicants must have the ability to work in a demanding and high-pressured environment and be able to travel extensively and frequently.

Purpose of job:

Supervision

- Supervise Grant Coordinator (1); Grant Officers (7) & Junior Grant Officers (2) based in Durban and Mpumalanga office.
- Conduct performance appraisals for Grants Officers.
- Facilitate training of Grants Officers and other Finance staff on the reporting systems, Pastel, Excel, and Harmony systems.
- Training of Grants Officers on Monthly Reporting Tool for Sub Recipients.
- Manage Service Providers (T/A) contracted to support SRs with governance or finance systems.

Sub Recipient Management

- Induction of new SRs on the AFSA GF policies and procedures and reporting requirements.
- Prepares consolidated Sub Recipient Budgetary Adjustment Template for submission to GF.
- Preparing Sub Recipient budgets and work-plans.
- Develop Excel based Reporting Templates for Sub Recipients.

- Coordinate progress meetings for Sub Recipients with the Grants Officers.
- Manages Grants Officers activities and work-plans.
- Capacity assessments of SRs.
- Conducting risk analysis to the Sub Recipient business strategic objectives and propose responsive mitigation plans.
- Review quarterly management letters to SRs to ensure effective and timely response.
- Manage non-compliance of SRs due to VAT or disallowed expenditure and enforce interventions while also minimizing program disruption.
- Implement statutory and regulatory reporting and ensuring compliance with local legal, audit and tax requirements.
- Oversee Pastel Evolution (ERP) and electronic dashboard database systems.
- Oversee Internal Audit of SRs.

Requirements:

- Bachelor of Commerce degree or Diploma, honor's degree or diploma will be advantageous.
- Minimum 5 years financial postgraduate experience, preferably within NGO/ development sector.
- Advanced Excel skills.
- Pastel Partner/Evolution or similar electronic reporting system.
- Demonstrate strong planning and organizational skills.
- Attention to detail and good problem-solving skills.
- Analytical with ability to work well under pressure.
- Valid driver's license required and at least one year's driving experience.

Responsibilities:

- Manages and participates in the preparation of Programme Financial statement and reports, namely PU/DR, CCM Dashboard and QFR.
- Participates in the preparation of board reports.
Present GF Finance reports to the CFO, Operations Manager and MANCO.
- Coordinates preparation of external audits and external financial reporting.
- Reviews financial statements of Sub Recipients with management personnel.
- Manages the maintenance of accounting records to show receipts and expenditures.

- Coordinating the preparation and submission of grant draw-down requests and other financial reports as required.

Interested persons need to submit a brief CV, along with cover letter and copies of certificates and ID with the reference “**Finance Manager – SR Grants NFM3 - Durban**” in the subject line via emails to recruitment@aims.org.za no later than 13/10/2023. Please note that applications received after this date or with missing information will not be considered. Alternatively, you may apply directly on our website at <https://www.aims.org.za/vacancies/>

Only shortlisted candidates will be contacted - should you not hear from us two weeks after closing date, you may consider your application unsuccessful. AIMS reserves the right not to make an appointment and/or to extend the closing date to facilitate further searches.

AIMS is an equal opportunity employer. We particularly encourage applications from people living with HIV and AIDS (PLWHA), people living with disabilities, women, and previously disadvantaged people.