Vacancy: Finance and Technology Manager

Status: Full-time permanent
Direct reports to: The COO, AIMS South Africa
Working location: AIMS South Africa, 6 Melrose Road, Muizenberg
Starting date: 1 February 2025

About AIMS

The African Institute for Mathematical Sciences (AIMS) South Africa, based in Muizenberg, is looking to hire a skilled and motivated Finance and Technology Manager. AIMS is a pan-African network of Centres of Excellence for post-graduate training, research, and public engagement in mathematical sciences established in 2003.

If you have a collaborative spirit and proactive outlook, this is an opportunity for you to join our team as a Finance and Technology Manager. In this role, you will be an integral part of our institute in its mission to support and shape the future of science in Africa, centered around the flagship structured master's programmes.

Job Overview

The Finance and Technology Manager will play a pivotal role in managing the financial operations and overseeing strategic technology initiatives at AIMS South Africa. The successful candidate will ensure the institute's financial sustainability through sound financial planning and management while driving technology strategies that enhance operational efficiency. Collaborating closely with the COO and the IT department, this role is vital for integrating financial and technological solutions to meet institutional goals.

The Finance and Technology Manager will oversee budgeting, reporting, grant compliance, and financial systems, while maintaining high-level governance of IT policies and budgets.

Requirements

Qualifications and Experience

- Bachelor's degree in commerce with a focus on Accounting (Honors qualification is advantageous).
- IT-related qualifications or certifications (e.g., ITIL, CISA, or project management certifications) are advantageous.

- At least five years of financial administration experience in a management role, with exposure to IT systems management.
- Proficiency in financial software (e.g., Pastel) and familiarity with IT systems and infrastructure.
- Demonstrated ability to manage multiple priorities and oversee cross-functional teams.
- Strong problem-solving, analytical, and decision-making capabilities.
- Ability to work independently and collaboratively in a dynamic, culturally diverse environment.
- Legal eligibility to work and reside in South Africa.

Preferred Experience

- Familiarity with financial and IT operations in a university or educational setting.
- Experience managing IT projects or leading IT departments.
- Knowledge of ERP systems such as Accpac or Sage.

Skills and Competencies

- Broad understanding of IT systems and infrastructure to collaborate effectively with the IT department.
- Proficiency in financial systems such as Pastel and asset management tools.
- Strong leadership, organizational, and problem-solving abilities.
- Strong financial acumen with expertise in budgeting, reporting, and auditing.
- Leadership and team management abilities, fostering collaboration across departments.
- High attention to detail, ethical conduct, and decision-making skills.
- Self-motivated and self-disciplined; ability to work independently and with a team
- Attention to detail and the ability to work under pressure; ethical conduct and decision making
- Excellent communication skills with the ability to present complex information to stakeholders.

Responsibilities

Finance Responsibilities

- Develop, implement, and maintain effective financial and accounting policies and procedures aligned with best practices.
- Prepare and manage accurate financial reports, including narrative, monthly, and annual financial statements.
- Oversee the preparation of annual budgets, activity-based work plans, and program-specific budgets, including ad hoc special purpose proposals.
- Ensure compliance with grant agreements, including grant management and donor reporting.
- Liaise with local and international stakeholders.
- Manage restricted and unrestricted funds, ensuring cost centers and monitoring systems are in place to track expenditures against budgets and deliverables.
- Prepare for and assist with external audits, including liaising with auditors and preparing year-end financial statements and audit packs.
- Oversee investment management, asset registers, insurance policies, and claims.
- Maintain the organization's contract database.
- Manage property-related matters, including acquisitions, leases, disposals, and appointments of external consultants.

- Present financial reports at bi-annual board meetings.
- Ensure statutory compliance and perform additional duties to support team objectives as needed.

IT Responsibilities

- Develop and oversee the IT strategy in alignment with organizational goals.
- Manage the IT department, ensuring operational efficiency and effective support services.
- Plan and manage IT budgets, ensuring cost-effective technology solutions.
- Oversee IT infrastructure, systems, software, and data security.
- Ensure the implementation and maintenance of data protection policies, including compliance with relevant regulations.
- Collaborate with departments to identify and implement technology solutions that enhance organizational performance.
- Lead IT projects, such as system upgrades or new implementations, ensuring timely delivery within budget.
- Manage relationships with IT vendors and service providers.
- Provide training and support for staff on IT systems and software.

Applications

To apply, please submit the following as **one PDF** to **vacancies@aims.ac.za**.

- A cover letter detailing your relevant experience and interest in the position
- Your CV, max 4 pages, and proof of qualifications
- Contact information for at least two references including a recent direct line manager

Applications will be accepted until **31 December 2024** or until the position is filled. If you do not hear from us in 4 weeks please consider your application as unsuccessful. AIMS South Africa reserves the right not to make an appointment at its sole discretion. AIMS South Africa HR is an independent cost-center in Stellenbosch University. AIMS is a charitable trust governed by a board of trustees who delegates detailed oversight to the AIMS Council. The director of AIMS leads the on-campus team and programmes.