



AIMS

African Institute for
Mathematical Sciences
SOUTH AFRICA

Finance Manager

The African Institute for Mathematical Sciences (AIMS) is an innovative, pan-African network of centres of excellence for post-graduate education, research and outreach, which has achieved global recognition since opening its first centre in South Africa in 2003.

AIMS South Africa, located in Muizenberg, invites applicants for the position of **Finance Manager**, to perform the full financial management function of the organisation. This is a full-time, two year contract position with the possibility of extension.

Responsibilities:

- Lead and manage the finance team
- Ensure effective financial/accounting policies and procedures, developing and implementing best practice finance and administrative systems
- Manage and prepare accurate financial and quantitative reports including narrative reports
- Manage, prepare and review monthly and annual financial statements
- Lead and oversee the preparation of annual budgets, activity based workplans, programme budgets, ad hoc special purpose budgets and proposals
- Grant management, compliance and donor reporting as per grant agreement requirements
- Liaise with various role players, both locally and abroad
- Manage restricted and unrestricted funds
- Ensure that separate cost centres (programmes) and systems are in place to monitor spending against budget and planned performance deliverables
- Prepare and assist with external audits
- Liaise with auditors and preparing year-end AFS and audit packs
- Manage investments, assets registers, insurance coverages and claims
- Maintain contracts database
- Manage all property related matters, including acquisitions, leases, disposals and appointments of outside consultants as and when required
- Manage, prepare and present financial reports at board meetings (bi-annually)
- Ensure statutory compliance
- Perform other duties, as and when requested, in support of team goals

Requirements:

- Bachelor of Commerce Degree, with accounting as a major
- Honours / CPA / CA advantageous
- Minimum five years proven financial administration experience, in a management role
- Familiar with administering finances in dual-funded NGO, donor and government funding
- Knowledge of Pastel accounting software
- Excellent financial report writing skills
- A team player who is dynamic with a mature personality, high integrity, confident, able to work accurately and under pressure with minimum supervision
- Professional, enthusiastic, highly flexible and a people orientated person with sound interpersonal, organisational, planning and time-management skills
- Sound computational and administrative skills
- Strong personal accountability and commitment
- Ability to make sound business decisions
- Self-starter with strong problem solving and analytical skills
- Demonstrates leadership skills through ownership of projects and proactive support
- Enthusiasm to work in a culturally diverse organisation
- All candidates must be legally able to work and reside in South Africa

Recommendations:

- Familiarity with a university environment
- Work experience in an accounting firm
- Experience in Accpac and/or Sage ERP

Commencement of duties: 1 September 2018 or as soon as possible thereafter

Closing Date: Open until filled

Enquiries: Prof. Barry Green – bwg@aims.ac.za

For more information on AIMS please visit <http://www.aims.ac.za>

Prospective candidates must submit a detailed CV, together with the names of at least two referees and a covering letter motivating their application to: The Director, AIMS South Africa, 6 Melrose Road, Muizenberg, 7945, or electronically to financepost@aims.ac.za

Only shortlisted candidates will be contacted for interviews.

An application which does not comply with the above requirements will be regarded as incomplete. AIMS South Africa reserves the right not to make an appointment, to re-advertise or to extend the deadline for applications.

AIMS will consider all applications in terms of its Employment Equity Plan, which acknowledges the need to diversify the demographic composition of the staff corps, especially with regard to the appointment of suitable candidates from the designated groups.