



Terms of Reference

Job Title:	Finance and Administration Manager
Organisation:	Skillshare Lesotho
Contract	12 Months Fixed Term
Reports to	Executive Director
Terms	Fixed Term Contract (12 months) Commences July 2020 to June 2021.

Overview of Position

The Finance and Administration Manager is responsible for providing financial leadership and direction to the management team as well as day-to-day management of the finance and administration functions for the organization.

This position will build and sustain the capacity of the finance and administration department and provide exemplary stewardship through the establishment, monitoring and improvement of accounting, finance and administrative systems and procedures of Skillshare.

The Finance and Administration Manager role will:

- Focus on planning, implementing and managing the finance and administration functions.
- Developing, Reporting and leading the execution and monitoring of the finance and administration plan.

Main Duties and Responsibilities:

Organizational Infrastructure

- Ensures that management and operational policies and procedures are in place and complied to.
- Enhance and implement internal controls, finance policies and procedures, administrative and IT systems to increase organisation's productivity.
- Develop and implement a reporting financial framework to enhance use of accurate and timely financial information.

Organizational Resilience

- Upholds the values and principles of the organization
- Works with the Executive Director and management team to proactively eliminate financial and legal risk to the organization and its board members
- Ensures that the organization has adequate insurance to protect it against any risks.
- Ensures that all financial activities legislative requirements in Lesotho.
- Ensures that the organization's assets are protected.

Leadership

- Maintains professional conduct, confidentiality and ethical standards.
- Leads the planning and execution of activities in the areas finance and administration across the Organisation.
- Manage day-to-day operations of the Finance and Administration department.
- Delegates and oversees book keeping and office management responsibilities and duties.
- Ensures that finance and administration are evaluated, and recommendations are implemented to increase the organizations financial capabilities.
- Provides proactive, transparent and in-depth financial analysis for use by the Executive Director and the Board.

Revenue Management

- Monitors the collection and recording of accounts payables (grants) and receivables (pledges, donations).
- Ensure security of funds and accurate account coding and entry to accounting system.
- Provide timely, accurate and clear reports to funders, donors and the Executive Director.
- Liaises with all funding sources as required and ensures monthly, quarterly and annual financial and agreements are met.

Reporting

- Prepares and presents operational and finance reports on a monthly, quarterly, bi-annually and yearly basis for the Executive Director, Board of Directors and management team.
- Ensure the timely, accurate completion of all funder, donors and Organisational Finance reports.

Supporting the Executive Director and Board of Directors

- Prepares and presents reports including (regular, ad hoc, monthly) financial budgets and financial narrative reports for the review of the board of directors and management team - on a monthly basis
- Ensures that all financial reports (budgets and narrative) for board meetings are compiled and forwarded to the Executive Director one week prior to board meetings
- Advises and guides the Executive Director and Board of Directors on the external landscape with respect to changing governmental legislation that potentially affects and/or changes the financial, administrative requirements of non-profit organizations in Lesotho including the new accounting standards
- Recommends broad policy initiatives in areas such as privacy, data security, compensation grids and salary scales for the consideration of the Executive Director and board of directors
- Act as the Privacy Officer of the organization and thus ensures that the practices of the organization are in line with legislation and according to internal privacy policies applicable for employees, members and donors.

Financial Control and Risk Management

- Ensures the efficient and effective management of all financial functions of the organization.
- Develop risk management plans.
- Review, draft, implement and monitor internal controls and financial policies and procedures.
- Develops, implements, adheres to and monitors compliance to internal financial controls to ensure that the organization is protected from risk.
- Ensure that all statutory requirements of the organization are met
- Ensures that the organization makes all required government remittances and remits applicable taxes.

- Work with the Director to evaluate the effectiveness of fund development strategies, revenue and receivables strategy, and investment strategies.
- Assist the Executive Director and management team to analyse the results and trends in support of fund development activities.
- Organize donor records, and ensure internal controls are maintained to safeguard the collection, receipt and processing of donations.

Financial Budgets and Reports

- Develops annual budgets with respect to the requirements of finance and administration function for the organization.
- Supports the Director and Managers in the development of annual budgets for the various strategic initiatives or projects.
- Develops annual budgets for the review and approval by the Executive Director and Board of Directors.
- Perform financial analysis, forecasting, reporting and monitoring the achievement of funding goals and the use of financial resources.
- Ensure that input is provided by Directors and Managers in the development of monthly financial budgets and monthly financial narrative reports.
- Train, supports monitor and evaluate the ability of the managers to manage budgets.
- Provides regular financial reports to the Executive Director that consist of a balance sheet, consolidated and unconsolidated income statements, cash flow forecasts, financial narrative report outlining the financial status of the organization and any current and/or anticipated changes in the financial position of the organization.
- Coordinate and oversee the annual audit

Financial Management

- Oversee accounts payable, accounts receivable, purchasing, donations processing and receipting.
- Monitor the cash position of the organization.
- Manage and oversee monthly bank and petty cash reconciliations.
- Process applications for suppliers and vendors and maintain accurate and complete reporting by establishing effective accounting systems and procedures for all Skillshare operations.

- Ensure effective purchasing, payment of invoices, and expense reporting.
- Manage bank transactions including wire transfers and keeping track of signing authorities.

Human Resource/Finance.

- Review employee time-sheets and administer monthly payroll.
- Administer all employee leaves (voluntary and involuntary).
- Place all new employees on the payroll system.
- Ensure approved salary increases are in line with the compensation system and implemented accordingly.
- Participate in the review and development of HR policies and procedures.
- Ensure that employee expense reports are completed accurately and in a timely manner.
- Processes employee expense reports in a timely manner and in accordance with policies and procedures, internal controls and budgetary commitments

Human Resource Management.

- Develop updates and maintain HR related files and HR Information Systems.
- Participate in the Recruitment, interviewing and conduct reference checks (including pre-employment screening - criminal checks).
- Orient new finance and admin staff.
- Direct, engage, and coach new finance and admin staff so that they are empowered to fulfil their role effectively.
- Provide monthly supervision and formally appraises the performance of finance department staff periodically.
- Reviews, amends (as required) approve and monitor the implementation of the work plan of finance and admin staff.
- Work with finance and admin staff to develop their work plan and performance objectives
- Provide professional development opportunities that will enhance the capacity, expertise and skill set of staff members and thus the organization

- Provides valued input on critical problems; participates in decisions affecting the organization's projects/programs and work collaboratively with staff to formulate organizational positions and policies on key issues.
- Ensure compensation systems are adhered to and are competitive externally and adhered to internally.

Administration

- Responsible for the proper development, administration and evaluation of information systems that connect staff within and across teams (e.g. phone, web sites, intranets, conferencing etc)
- Develops, maintains and evaluates the organization-internet portal to connect staff members and to facilitate effective project planning, data sharing and information sharing within and between the central, regional and virtual locations.
- Ensures that the domain and web-hosting agreements are renewed annually
- Ensures effective administration and maintenance of administrative systems and information, such as databases, email addresses and passwords, filing systems (soft and hard), phone and fax systems including Skype and other web/video/audio conferencing systems.
- Ensures the effective selection, administration and maintenance of office equipment, agreements, software contracts, office lease/rental agreements.
- Ensures the effective purchase, administration and maintenance of office equipment such as photocopiers, fax machines, computers, printers, digital cameras, cell phones
- Ensures effective record keeping of all financial and human resource files, contracts, inventory, leases, contracts and agreements.
- Coordinate the purchase of all office supplies.
- Oversee and support administrative support staff in executive their functions including answering and directing phone calls, handling email and walk-in inquiries.

Sector Knowledge

- Maintains contact with professional and industry associations, and government bodies to keep informed on issues, emerging best practices and systems issues
- Actively pursues professional development to maintain and enhance qualifications, knowledge and skills related to established professional goals

Working Conditions, Contacts and Consequences of Errors

- The impact of sound judgment, decision-making and management/leadership in this job is of utmost importance to the organization and its overall ongoing success.
- Errors in judgment and decision-making or inferior leadership and interpersonal relations can have significant consequences to the organization, potentially affecting even the productivity, positive brand image and ongoing visibility of the organization.
- Examples of consequences include government action due to lack of compliance, revocation and annulment of non-profit status, poor audit, high staff turnover, Employment Standards and Human Rights legal claims and loss of funding - with negative external relations resulting in loss of credibility and goodwill.
- This position has frequent contact with all levels of the organization's staff, board members, donors, contractors/vendors, volunteers and external stakeholders.
- The position work involves travels to districts and might require overnight stays.
- Assist in any other accounting related functions, reporting requirements as well as in the preparation of any other ad-hoc assignments as assigned by the Executive Director.

Qualification and Experience:

- 5 - 10 years prior experience as Finance Director/Manager or similar role with similar type of organization.
- 5 - 10 years of working experience in financial management particularly in the development, monitoring and reporting on the financial status of the organization and its various strategic and programmatic initiatives (financial management refers to more senior related accounting and controllership duties)
- 5 years of working experience in organizational administration .
- 5 years of working experience managing staff members.
- 5 - 10 years of Experience working for a non-profit organization.
- Experience reporting to an Executive Director or head of an institution.

Academic Qualifications

- Degree in Accountancy, Finance, ACCA or its equivalent with minimum 5- years of related working experience in Finance with exposure to donor related development-based environment.
- Courses or certificates in financial management for nonprofits organizations and human resource management are considered an asset.

Expertise & Skills

- Strong financial management acumen; knowledge of accounting procedures and protocols, budget administration and financial forecasting, analysis and reporting.
- Strong human resource management expertise; ability to supervise and mentor staff and engage staff members and inspire credibility, confidence and build consensus.
- Strong interpersonal skills and the proven ability to provide leadership to a team and to work in a team environment.
- Strong project management experience; ability to develop, monitor and evaluate multiple projects with multiple deliverables and deadlines. Ability to plan, organize and lead the implementation of plans and processes.
- Strong knowledge of general HR/Finance functions such as group health benefits, expense processes, processing new hires and terminations.
- Excellent written and oral communication, presentation and negotiation skills.
- Excellent written communication skills in English.
- High comfort and tolerance to manage stress and role demands.
- Strong interpersonal skills and the proven ability to provide leadership to a team and to work in a team environment.
- Ability to lead, motivate a large team of staff, adapt and embraces strong cultural diversity, work in multi-ethnic teams.
- Have interpersonal qualities necessary to generate enthusiasm, integrity and build consensus with direct reports and staff members.
- Supports and promotes a culture that embraces diversity and inclusion for all, one in which convergent and divergent ideas and perspectives are respected, valued and considered, and one in which forms of abuse of power and oppression are proactively minimized and eliminated.

- Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking skills and displays good judgment.
- Effective at proactively assessing and resolving conflicts.
- Written and verbal fluency in English.
- Advanced proficiency with computerized financial systems such Sage and databases.

HOW TO APPLY:

All applicants must submit:

1. Application letter
2. CV
3. 2 Reference letters from most recent former employers
4. Certified copies of Certificates of academic Qualifications
5. Applications should be addressed to the;
Executive Director – Skillshare Lesotho
6. Applications should be hand delivered at:

Skillshare Lesotho

42B Old Europa

United Nationals Road

Opposite Maseru Golf Main Gate

P.O Box 269

Deadline for applications: 17th June 2020 at 4:00PM.

Please note that only shortlisted candidates will be contacted.