

SANZAF NATIONAL HOD OF FINANCE - JOB ADVERT/PROFILE

ORGANISATION / COMPANY:	South African National Zakah Fund (SANZAF). The South African National Zakah Fund (SANZAF) is one of the leading faith-based, socio-welfare and educational organizations in Southern Africa that strives to facilitate the empowerment of needy families through the efficient collection and effective distribution of Zakah and other Sadaqat in a proactive and cost effective way with dignity, sincerity and a shared responsibility.
DEPARTMENT:	National Office
JOB TITLE:	NATIONAL HOD OF FINANCE
JOB LEVEL:	Senior Management
SALARY:	Market Related (Dependant on experience)
MAIN PURPOSE OF JOB:	Taking dual responsibility for the national financial function as well as the Western Cape finance office, the NATIONAL HOD OF FINANCE will provide strategic support to the business through managing the delivery of financial and accounting services. This includes analysing financial information and ensuring its accuracy & implementation of specific financial initiatives and strategy. The NATIONAL HOD OF FINANCE will also share financial insight and business acumen to grow the business.

Minimum Requirements

Matric, Bachelor's Degree in Accounting, Finance or related discipline.

At least ten years' experience in a corporate and/or NGO environment, of which at least 5 years has been spent in a Management role.

Good understanding of the corporate and NGO sectors.

Sound knowledge and practice of the Islamic faith.

Effective reporting skills.

Excellent proposal writing and presentation skills.

Excellent command of written and spoken English.

Advanced computer and Microsoft Office skills.

Good business acumen.

Financial acumen/oversight and an excellent understanding of, and drafting of budgets and business/project plans.

Confident, assertive and highly professional.

Highly responsible, organised and a good planner.

The applicant must be deeply rooted in the Islamic faith belief system with a sound understanding of Zakah.

Specific Knowledge and Skills

- A thorough understanding of the Accounting Finance function.
- Proficient in Excel.
- Good understanding of Accounting packages e.g. Pastel / Accounting Software and knowledge of the IFRS for SMMEs.
- Understanding of tax legislation, including income tax and VAT.
- Knowledge of the laws and regulations specific to SA businesses and the NGO sector.
- Keeping abreast of audit processes, internal and external.
- Understanding of management accounting principles.

Key Performance Areas (KPA's)

- Oversee all aspects of the National and Western Cape financial and accounting operations for the business.
- Oversee the monthly and quarterly close process and prepare accurate and timely submission of financial reports and attachments in compliance with IFRS for SMEs.
- Ensure that the Finance team activities comply with all the policies and operating standards.
- Ensure that all Finance activities comply with government regulations and requirements.
- Manage, lead and coach the Finance team into a high-performance unit.
- Engage with internal and external stakeholders i.e. donors, Donor Agencies and funders to build and foster strong long-term relationships.
- Assist the CEO and WC Exco with financial related matters, including the provision of effective support and guidance to the management team and other staff on business related matters, the review of financial results and highlight variances.
- Ensure that systems are in place for the control of assets, funds, equipment, property and facilities.
- Prepare and distribute management reporting – financial performance, spend tracking and market trends.
- Partner across both business and functional teams and lead efforts around process improvement and operational efficiency.
- Responsible for OPEX, CAPEX and balance sheet review and comments.
- Prepare / review monthly reconciliations.
- Manage internal and external audit requirements, as well as ensuring compliance on tax laws in respective tax jurisdictions.
- Manage statutory reporting and tax reporting, including VAT, corporate tax, employee income tax, withholding tax and business tax filing.
- Presenting and participating in board meetings.
- Preparation of annual financial statement process including compilation of AFS and audit process sign off
- Ad hoc financial projects.

Attributes and strengths

The incumbent will display and exercise the following:

- Leadership skills – ability to delegate; champion change/innovation; communicate effectively; instill confidence; positive attitudes; ability to inspire/galvanize/motivate organization/staff around a common purpose;
- Excellent organizational skills – planning; resourcing; promotes team work; results driven; builds relationship within and outside of the organization;
- Problem solving skills; be able to think out the box and be solution driven;
- Excellent communication skills – presentation, written and oral; as well as public relations skills;
- Ability to think strategically and be innovative;
- People management skills – develops and inspire staff;
- Be responsible, reliable, trustworthy and accountable.
- Passionate about community development.
- Must be able to work under pressure and consistently meet deadlines.

Applicants that do not meet with the criteria will not be considered. If you do not get a response from us within 21 days of submitting your CV then please consider your application unsuccessful.

Qualified and interested applicants are invited to submit their CV, certified copies of relevant qualifications and a motivational letter to: humanresources@sanzaf.org.za - Closing Date: 31 January 2019

Your letter should cover the following areas

- Why do you think you are the best candidate for the post?
- What is your vision for the organisation
- How will you make a difference?
- Any other relevant comments
- Please do not exceed a maximum of three pages.