

Partners in Sexual Health (PSH) is a national evidence based, non-profit public benefit organisation that provides Sexual and Reproductive Health & Rights (SRHR) services – including HIV/AIDS services - to men, women and particularly the youth. Our vision is an empowered society on SRHR in South Africa.

The Amplify Change Project aims to contribute to positive changes at AU, SADC and national levels, including in SRHR, CSE policies and laws and defend progressive policies and laws from attacks. The project will be directly implemented in eight (8) Southern Africa countries to ensure more effective domestication and monitoring of SRHR and CSE policies and commitments.

The Project will be jointly implemented by a coalition of youth serving SRHR organisations and Faith organisations for a more effective domestication of the Maputo Plan of Action and ESA commitments. The following vacant position is available.

JOB TITLE:	RESPONSIBLE TO:
Finance Manager (Because We Can Project – Amplify Change)	Chief Executive Officer
LOCATION:	CLOSING DATE:
Cape Town, South Africa (Partners in Sexual Health)	23 April 2019

1. ROLES AND RESPONSIBILITIES

- Ensure monthly, quarterly, semi-annual and annual financial reports are generated timeously.
- Process payments and correctly record entries in compliance with PSH policies and procedures in PASTEL.
- Maintain payroll system and process staff salaries monthly.
- Payment and submission of all statutory returns.
- Register / deregister staff with the Department of Labour for UIF as and when needed.
- Maintain sound relations with our banking partners and deal with all queries related to banking.
- Manage and supervise all procurement, ensuring alignment with policies.
- Request the contractual payments from sources of funding timeously.
- Ensure that project managers are provided with the tools they need to manage their budgets.
- Manage and supervise the work of the Finance Officer ensuring that all financial administrative tasks are completed accurately and timeously.
- Ensure all documents are electronically and physically filed and available for internal and external audits.
- Develop annual programme and organisational budgets, overseeing and supervising budget plans of projects with the Chief Executive Officer.

2. QUALIFICATIONS AND EXPERIENCE

- A Bachelor of Commerce / Accounting degree or similar field.
- Five years' experience of financial management in the NGO sector.
- Proficient with PASTEL and Microsoft Excel in particular, also internet, e-mail and other tools of electronic communication and research.
- Demonstrated competence in interacting and negotiating at senior level.
- Ability to maintain the highest level of honesty and professionalism when dealing with staff, funders, project participants, and partner organisations.

3. PERSONAL COMPETENCE

- Cultural sensitivity.
- Supportive of a woman's right to choose and to have access to safe abortion services. This is an occupational requirement of this post.

Interested persons for the above position are requested to submit a CV including three referees and cover letter indicating educational background, experience, skills and why you think you are the best candidate for the position to: humanresources@psh.org.za

Closing Date: 23 April 2019

Competitive remuneration will be negotiated with the successful candidate. PSH is an equal opportunity employer.

We regret only shortlisted candidates will be acknowledged. PSH reserves the right not to make an appointment to this advertised post and candidates will have no legitimate expectation or automatic right to the position.

Feel free to visit our website: <https://www.psh.org.za/vacancies>