



THE MAMELODI INITIATIVE

Learn. Grow. Dream. Achieve.

JOB DESCRIPTION OPERATIONS AND FINANCE DIRECTOR

The role of the Operations and Finance Director is to manage the financial, technological, structural, and organizational needs of the Mamelodi Initiative. The Operations and Finance Director will carry out important organizational operational and programmatic duties. The incumbent will provide a clear plan for the Mamelodi Initiative's future and create and maintain systems to allow the Mamelodi Initiative to be effective in executing its mission.

Typical duties:

The creation and implementation of a comprehensive organizational strategy – encompassing systems, finances, human resources, technology, and data – through which the Mamelodi Initiative will be enabled to further develop as an agent of social change. This task include the following:

Financial Operations

- Ensure the appropriate technology and structures are available to prepare financial statements for the Mamelodi Initiative on an annual basis.
- Oversee financial reporting for the Mamelodi Initiative
 - Ensure completion of all items in the MI Financial Accountability Tasks
 - Prepare monthly reconciliations of expenses for the Mamelodi Initiative by the 15th of the month following (for example, January 2022 should be reconciled by February 15, 2022). This will include:
 - Comparing all expenses from the MI account and ensuring every account has a receipt or declaration
 - Ensuring that every expense was appropriately approved / in budget with the approved organizational budget
 - Producing a report for the MI Finance Committee of the Board of Trustees identifying any unaccounted for expenses for the month.
 - Managing the auditing process in collaboration with the treasurer or other designee of the MI Board of Trustees.
 - Maintain budget and track expenditures/transactions for the program.
 - Develop budget forecasts for the organization, including an annual budget for Board approval and a 3-5 year budget plan for the organization.
- Submit payroll on a monthly basis and ensure all SARS payments are timely made.
- Manage the relationship with all outside financial contractors.
- Manage the annual audit process, ensuring an audit is completed in a timely manner.
- Submit detailed transfer requests for US funds consistent with the timeline provided in the MI Financial Accountability Tasks.

Develop Organisational Policies:

- Ensure implementation of Mamelodi Initiatives policies and practices.
 - Create guideline on the Initiatives policies and practices as appropriate.

- Update and maintain the volunteer and employee handbook of the Mamelodi Initiative.
- Act as the staff liaison to the policy committee of the Board of Trustees
- Maintain a google drive of updated policies of the Mamelodi Initiative and ensure compliance with the policies.

HR Management

- Develop and manage an onboarding system for new staff and new volunteers for the Mamelodi Initiative;
- Ensure that policies in the staff manual are reviewed and updated annually and meet requirements of South African legislation and best practice;
- Develop and manage an exit process for outgoing staff and volunteers for the Mamelodi Initiative;
- Develop and implement a staff and volunteer development strategy and programming.

IT Structures

- Manage the technological support structures, including the MI Google drive and database, for MI programmatic and organisational needs, including developing appropriate guidebooks and trainings for volunteers, Board, and staff.
- With the Programme Director, ensure that the appropriate tools are available to collect data for evaluative purposes from each MI programme.
- Develop and manage a database for historical report data and media
- Ensure the organisations administrative activities run smoothly on a daily and long-term basis.
 - By maintaining organisations calendar and scheduling meeting and appointments.
 - Scheduling in-house and external events such as workshops or seminars.
- Troubleshoot equipment like printers and scanners and other peripherals before the commencement of programmes.

Communication Strategy

- Manage the organisation's social media strategy for the Mamelodi Initiative, including regularly monitoring and updating the Mamelodi Initiative website and social media accounts.
 - Through monthly social media reports. Reporting on the number of followers, likes and shares that the organisations social media presences has had in that month.
 - Collect stories, photos, and any other relevant information from the past into a streamlined, easy-to-use system that we can refer back to for future campaigns and to build organizational memory.
- With the support of the MI Board and Programme Director, manage existing external partnerships and seek to grow new external partnerships.
- Maintain a database of contact information for community stakeholders, volunteers, and other community members engaged in the work of the Mamelodi Initiative for the purpose of distributing our monthly newsletter AND for potential fundraising efforts.
- In collaboration with the Programme Director and Fundraising and Operations Director, create presentations, summaries and helping materials to ensure better communication and company-wide understanding of the program
- Keep all members of the team up-to-date with relevant project information.
- Recruit, empower, train, and manage volunteer leadership to enact Mamelodi Initiative's social media strategy.

Other Duties

- With the backing of the MI Board and in collaboration with the Fundraising Director, support fundraising efforts of the Mamelodi Initiative
- Send in Monthly Report to the HR Committee of the Board of Trustees on Goal Achievement progress
- All other duties as assigned by the Board.

REMUNERATION

The role will require the incumbent to work approximately 40 hours a week, on a flexible schedule with a monthly compensation [*discussed with successful candidates*] No additional benefits are included.

TERMS OF CONTRACT

This contract shall be a one-year contract, to begin February 1, 2024, and end January 31, 2025.

REQUIREMENTS

- The incumbent will hold a bachelor's degree in accounting, finance, or other related field OR demonstrate equivalent knowledge through experience.
- The incumbent will have at least 2 and preferably 5 years of demonstrable experience in finance, accounting, and/or operations management.
- The incumbent will be able to demonstrate an ability to work with diverse stakeholders and a commitment to working to empower youth in township communities.
- The incumbent will support the Mamelodi Initiative's mission and vision
- The incumbent must be available for regular participation in all programming held in Mamelodi, South Africa and be able to provide their own transportation to and from the location.
- The incumbent must be eligible to work in South Africa and must pass a background check consistent with the Mamelodi Initiative's child protection policy.