



POSITION: Donor Finance Controller

LEVEL: C5

LOCATION: MES Head Office

REPORT TO: Manager Finance

JOB PURPOSE

This position is part of the Head Office Finance Department. Donor Finance Controller is responsible for MES's Donor finance, including, supporting the donor proposals, donor budgeting, forecasting and reporting revenue and expenditure performance to management and donors; and implementing MES's grants lifecycle. Responsible for maintaining the donor transaction accounting according to MES's policies & procedures and the SLA signed with the donors. Ensure that financial policies & procedures of the organisation are implemented & monitored to ensure compliance with donor requirements.

The Donor Finance Controller works in close collaboration with the Fundraising Team and has one direct report. This position will report to the Finance Manager.

RESPONSIBILITIES

Donor Finance & Compliance

- Ensure accurate and timely donor reporting using cloud-based budget software tool, Sage Intacct, capacity building among branch administrators, Head Office Finance Team and fundraisers.
- Influence organisational behavioural change through improvement of the donor lifecycle from bid and proposal stage to award, to close-out, through partnership with the Fundraising Team and branch managers, creation of new processes, clarity of roles and responsibilities, and development of tools for fundraising team.

- In partnership with the Fundraising team, manage information resources and tools that support financial budgeting for grants. Collaborate with the Fundraising team to reinforce a focus on areas of greatest fundraising need and organization efficiency in grants proposals and reporting.
- Support Branches in their implementation of grants budgeting, reporting and performance analysis processes, particularly focusing on bilateral/multilateral grants. Partner with Accounting to ensure proper adoption of grants recording and reporting standards.
- Lead Indirect Cost Rate annual revision and manage the donor Audits.
- Manage the project tracking in partnership with programme managers, ensuring its appropriate use and organization compliance.
- Standardize the view for multiyear donations – revenue and cash – to provide project-based visibility to current year and total life cycle revenue.
- Ensure Cash Forecast is completed by all programme managers and reviewed by the branch manager.
- Review Payroll, including recalculation and variance analysis before Finance Manager Approves and upload payroll bank file.
- Preparation of all month end journals and upload into Sage for Approval by Finance Manager.

Planning & Budgeting

- Provide financial analysis and budget support to Fundraising Team related to expense and revenue tracking.
- Clean and integrate personnel inputs.
- Goods and services-in-Kind inputs for annual budget
- Partner with Fundraising Team in the development of the income projections for annual budget, time and segment phased.
- Collaborate with the Fundraising team to reinforce a focus on areas of greatest fundraising need and organization efficiency in grants proposals and reporting.
- Propose and introduce important revenue analysis metrics into the budgeting and forecasting process.
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Other/Miscellaneous

- Perform ad-hoc donor financial analyses to support the CFO and CEO.
- Staff performance management (goal setting, performance feedback, professional development) of one direct report
- Other duties, as assigned.

REQUIREMENTS

ESSENTIAL REQUIREMENTS

- B. Com Accounting degree or similar qualification
- At least three years working experience in donor finance management position. Experience in dealing with DSD or similar donor will be an added advantage.
- Knowledge in SAGE Intacct.
- Experience in payroll will be an added advantage.
- Legally eligible to work in South Africa

- Proven track record of achieving results.
- Excellent verbal and written communication skills in English
- Ability to juggle multiple priorities simultaneously and take initiative.

NECESSARY SKILLS

- Must have driver's licence.
- Analytical thinking
- Attention to detail.
- Ability to work under pressure.
- Microsoft
- Teamwork
- Reliable

Closing date: 10 June 2024

Applications to be forwarded to: vacancies@mes.org.za