

Job profile : Executive Manager Finance and Operations

Title	Executive Manager: Finance and Operations
Division	Finance and Operations
Position reports to	Chief Executive Officer
No. reporting into position	4
Purpose of the role	
To develop, establish and maintain divisional strategies aligned with organisational objectives, preserve assets of the institute and overall financial management, budgeting and forecasting, oversight of the human resource and information technology functions as well as the operations management.	
Key Functions	
Key Performance Areas	Outcomes
Finance Management	<ul style="list-style-type: none"> Develop, implement, and ensure compliance with internal financial and accounting policies and procedures Develop and maintain timely and accurate financial statements and reports Determine budget for a particular period and for specific projects Oversee all financial operations and direct corporate financial planning and structure Coordinate, analyze and report the financial performance to Management and Board of Directors Prepare short and long-term financial forecasts of financial performance Manage investments for the institute in line with mandate from the Board Ensure that all statutory requirements of the institute are met Document and maintain complete and accurate supporting information for all financial transactions Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash Reconcile bank and investment accounts Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll Monitor budget spend
Strategic management	<ul style="list-style-type: none"> Develop a departmental strategy in line with the corporate objectives Develop an implementation plan for the strategy Monitor implementation of the departmental strategy Monitor implementation of the corporate strategy
Operational management	<ul style="list-style-type: none"> Conduct process mapping for the institute Conduct value chain analysis for the institute Manage insurance needs of the institute Develop and monitor business continuity plans Ensure correct record keeping for the institute Manage all contracts of the institute Stakeholder management – improve stakeholder satisfaction index Complaints management
Audit management	<ul style="list-style-type: none"> Develop and regularly review internal and external audit management procedures Prepare all supporting information for the annual audit and liaise with the Board's Audit and Risk Committee and the external auditors as necessary Implement and monitor implementation of internal and external audit findings

Human Resource Management	<p>Develop Human resource policies and procedures</p> <p>Develop employee value proposition</p> <p>Design and review employee benefits and retirement plans</p> <p>Monitor compliance with the human resource policies and procedures</p> <p>Conduct workforce analysis for the institute</p> <p>Manage employee relations</p> <p>Ensure consistent performance management system in place</p> <p>Manage employee safety, welfare, wellness and health</p> <p>Manage employee onboarding and personal development</p> <p>Compile human resource compliance reports</p>
Information Technology management	<p>Develop review and monitor IT policies and procedures</p> <p>Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing</p> <p>Managing information technology and computer systems</p> <p>Ensure technology is accessible and equipped with current hardware and software</p> <p>Monitor and maintain technology to ensure maximum access</p> <p>Ensure security of data, network access and backup systems</p> <p>Identify problematic areas and implement strategic solutions</p> <p>Advise business on technology and improve the operational systems</p> <p>Manage and monitor IT service providers</p>
Risk Management	<p>Develop and review an enterprise risk management policy</p> <p>Compile and regularly review a risk register for the institute in consultation with executive management</p> <p>Engage with other executive for mitigation factors</p> <p>Develop monthly and quarterly reports for the management and the board</p>
Office administration	<p>Oversee and supervise the administrative function of the institute : reception, property/facility management, and provision of furnishings and equipment necessary for effective operations</p>
Company secretariat function	<p>Manage the company secretariat service provider</p> <p>Monitor review cycle for policies and procedures</p> <p>Review corporate charters for onward submission to the Board and Committee</p> <p>Monitor adherence to Board and board committee charters</p> <p>Ensure that the board members informed of their legal responsibilities</p> <p>Manage Board evaluations</p> <p>Keep the CIPC information up-to-date</p>
Governance and internal efficiencies	<p>Compliance with legislation</p> <p>Identify risks impacting the department and develop control measures to mitigate the risks</p> <p>Develop, review and monitor departmental policies and procedures</p> <p>Technology implementation and improvements</p> <p>Observe corporate policies and procedures</p> <p>Effective management of the department</p>
Leadership and People Management	<p>People management (performance coaching and behavioural coaching)</p> <p>Effective leadership (implement a corporate leadership culture)</p> <p>Skills development of staff and self</p>
All other business related functions	<p>Conduct any business related function</p>

Education & experience	
Qualification & years of experience	University degree in Accounting, Commerce, or Business Management/Administration 5 years' experience of progressive financial responsibility
Preferable industry	Finance sector or Insurance Industry
Skills	
Skills and knowledge	Negotiating Persuasion Analytical Communication Strategic thinking Leadership Influential
Knowledge	Legislative and regulatory requirements within the accounting space and general employer/employee legislative requirements Knowledge of generally accepted accounting principles
Behavioural competencies	Networking Assertiveness Empathetic Influential Resilient Strong interpersonal skills