SARIMA

Leadership in Research & Innovation Management

VACANCY: FINANCE MANAGER

The Southern African Research and Innovation Management Association (SARIMA) is a professional membership body that facilitates, supports and promotes the development of institutional and individual capabilities in research and innovation management, and the professionalisation of these disciplines across SADC and beyond.

The organisation manages and implements a range of service offerings as well as projects funded by national governments, local and international donor/grant funding organisations and similar to promote its objectives and serve the needs of its members and stakeholders.

SARIMA requires the services of a full-time **Finance Manager** based at their offices in Centurion and reports directly to the Chief Executive Officer (CEO).

Job Scope

The Finance Manager is responsible for managing the financial activities of the organization, including financial budgeting, reporting, analysis, planning, administration and audit functions. This position ensures that effective and efficient financial and accounting systems, controls, and standards are in place and improves upon the organisation's financial policies and procedures.

The Finance Manager will work closely with SARIMA's external bookkeepers/accountants/auditors as well as staff across the operations and project management teams to ensure accurate accounting and reporting, both internally and externally. In addition, the incumbent will ensure compliance with organisational, statutory, and grant funder rules and requirements. As part of their role, the Finance Manager will assist the CEO with the provision of support to the Board of Directors, (BoD) Executive Committee (ExCo) and SARIMA Committee to ensure fiduciary and organisational compliance responsibilities are met.

The incumbent's key responsibilities include:

1. Financial Management and Reporting

- Work closely with the CEO as well as SARIMA's externally contracted bookkeepers and auditors to ensure that SARIMA produces accurate and timeous annual financial statements with unqualified audits.
- Work closely with the bookkeepers and SARIMA staff to prepare accurate monthly management accounts and forecasts.
- Review and approve all project financial reports, ensuring all supporting documentation is in order and filed correctly in SARIMA's electronic repository and that income, expenses and interest are allocated correctly to project cost centres.
- Handle all financial queries from project funders or external auditors appointed by the project funder.

• Analyse and present financial information/statistics in an accurate and timeous manner to the CEO, SARIMA committee, Executive Committee and external stakeholders, as required
• Advise on which banking instruments to utilise to maximize interest income to SARIMA and when to drawdown on foreign currency accounts.
• Prepare, maintain and reconcile ICCR calculations, ensuring the accurate recovery and allocation of indirect costs across projects. Monitor recoverability, analyse variances, and provide regular reporting and recommendations to management on ICCR performance and sustainability.
• Manage financial administration and record-keeping processes, ensuring that accounting records, supporting documentation, contracts, statutory documents, and financial reports are accurately maintained, filed, and readily available for audit, compliance, and operational purposes.
• Manage payroll administration and associated records.

2. Accounting Compliance, Control Systems and Procedures
• Improve systems, processes and procedures to manage and track project grant income, expenditure and allocating overheads more efficiently
• Ensure compliance with financial (including procurement) requirements of all external grants in line with SARIMA's contractual obligations.
• Ensure compliance with and implement changes in line with SA legislation for not-for-profit companies including VAT, PAYE, COIDA reports and submissions of returns to the relevant regulatory bodies to ensure that SARIMA meets its statutory obligations.
• Devise effective and efficient financial controls and monitor staff adherence to policies and procedures.
• Review, update and maintain the organisation's financial policies and procedures as necessary and develop new policies and procedures, where required.
• Develop/update budgeting guidelines/templates for training courses, projects and operations and have these approved by the CEO.
• Jointly lead process improvement initiatives with the Operations Manager and provide training to the team and volunteer SARIMA committee.
• Manage and maintain the asset register and chart of accounts.
• Serve as the primary point of contact for all banking, treasury and payment-related matters, including bank account administration, electronic banking platforms, payment processing, foreign and local payments, payment requests, cash flow monitoring, signatory management, and liaison with banking institutions to ensure timely and secure execution of financial transactions.

3. Budgetary Control & Cash Flow Monitoring
- Manage the annual operational budgeting process
- Forecast, monitor and manage organisational cashflow
- Manage and reconcile petty cash including foreign currency notes
- Develop annual operational and donor-funded project budgets in collaboration with relevant staff and SARIMA committee members.
- Monitor income, expenditure and variances against annual operational and project budgets
- Calculate and monitor interest accumulated through various projects.

• Ensure that all operational income generated through projects is recorded correctly and timeously in the accounting system.
• Approve operational and project expenditure, including forex payments, as delegated by the CEO
• Review and approve all course training budgets and financial reconciliations.

• Review and approve timesheets and claims of SARIMA staff and committee members, as delegated by the CEO
• Review monthly membership income reconciliations against the membership register
• Manage and track income receivable, deferred revenue and recognise income as appropriate in the accounting system
• Ensure that all balance sheet reconciliations (bank reconciliations, debtors, creditors and other relevant accounts) are produced accurately and in a timely manner.
- Assess the viability and financial returns of conferences, training, membership services, sponsorships, partnerships, and projects through cost-recovery and scenario analysis to support revenue growth and long-term sustainability.

From time to time, the Finance Manager may need to undertake other duties as required within the broad scope of the role defined above and SARIMA aims and objectives, as well as work outside normal working hours where necessary to ensure that deadlines are met.

Requirements

Qualifications, Experience and Knowledge
• Minimum degree in accounting/financial management e.g. BCom Accounting, BCompt, BCom Financial Management
• Professionally certified accountant (registered with SAIPA, CIBA, CGISA, ACCA, CIMA or similar)
• Demonstrable experience (8+ years) managing organisational finances, including accounting and audit functions in the not-for-profit sector and/or international grant funding environment.
• Demonstrable experience in leading and implementing changes (policies, processes, systems) to enhance the effectiveness and efficiency of financial operations within an organisation
• Strong knowledge of general ledger, banking, cost accounting, accounts payable, accounts receivable, fixed assets, and not-for-profit taxes and other statutory requirements
• Proficient in the use of financial software programs and Microsoft Office applications.
• Thorough understanding of not-for-profit accounting and Generally Accepted Accounting Principles (GAAP).
• Experience with membership associations, regional networks or multi-partner grant programmes, including financial risk, compliance and reserve management.

Desired Skills and Attributes
• Ability to prioritize multiple tasks, is pro-active, detail-orientated, flexible and a team player.
• Adept at presenting complex financial information in a clear manner to the Board and SARIMA committee members, senior management, staff members, funders and other stakeholders.
• Excellent written and verbal English communication skills with the ability to communicate diplomatically in a diverse, multi-cultural environment.

Application Process

- Submit your maximum 3-page CV plus motivational cover letter indicating your desired monthly CTC to nelisha@sarima.co.za by 17h00, Friday, 4 December 2026, using “FM Application-Name and Surname” in the subject line
- Due to anticipated application volumes, only shortlisted candidates will be contacted.