



## Job Description: Central Church Office Chief Financial Officer

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<b>Job Title</b>	<b>Chief Financial Officer</b>
<b>Reporting to:</b>	General Secretary, as immediate supervisor (administratively) and accountable to the Convenor of Finance Committee (functionally).
<b>Main Purpose of the position</b>	Manage Financial Department of the Central Church Office of the UPCS according to sound financial systems in accordance with applicable laws and legislation (including GAAP and IFRS) both locally and internationally (where applicable), and in accordance with the UPCS Manual of Faith and Order, to assist the UPCS in achieving its strategic objectives, with regards to all financial aspects and use best endeavours to help enable the denomination to achieve its assessment objectives and maintain committee and below the line expenses within good budget parameters.

**Key Deliverables**

- Provide strategic management, governance and integration of the denominational finance activities.
- Provide timely and accurate reporting for review by the Finance Committee.
- Manage financial systems by establishing and maintaining mechanisms for budgeting, financial controls, accounting, costing, reporting, treasury and funding, and to document these accordingly and make them available to all persons involved.
- Payroll administration, maintenance and timely completion of tax and payroll returns.
- Establish and maintain a management information system and ensure that all information contained therein is secure.
- Perform financial planning functions to the UPCSA as an entity by preparing and revising departmental budgets against business plans, and other areas regarding finances within the UPCSA.
- Compile and provide monthly quarterly and annual accounts and audited financial statements and providing accurate financial reports and schedules which include budget and variance information, and to disseminate this information on time each month.
- Manage finances by verifying receipts and payments, verifying supplier's claims and reconciling supplier statements to effect payment, ensuring that all taxation is in order, ensuring compliance of all policies, procedures and systems with legislative requirements, monitoring adherence of financial systems and procedures, planning, directing and managing the activities of the department to ensure efficient discharge of accounting obligations in line with accounting standards and legislation.
- Reconcile all credit cards for the UPCSA Central Office, checking that receipts are submitted for all expenditure and other items on credit cards incurred, and verifying the authorisation thereof.
- Enforce the travel policy in place, ensuring that all travel is booked and managed in accordance with the travel policy.
- Plan, organise and direct production of annual financial statements, in conjunction with external auditors in a timely manner.
- Attend to all audit queries from external auditors in a timely manner.
- Visit Presbyteries to ensure good governance and financial controls are understood and are carried out by all churches, and assist congregations / Treasurers to implement and maintain good financial governance.
- Maintain limited HR functions such as the payroll, leave records and staff master files, of the Central Office, or any other HR functions as may be delegated by the Church Office Committee.
- Provide leadership by managing the Finance Department within time and budget limitations, overseeing relevant staff members, build and maintain relationships with stakeholders, providing technical support and direction and ensuring compliance with relevant legal and statutory requirements.

<p><b>Technical Knowledge, other Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Excellent accounting skills and accreditation, administration skills, and per implication knowledge of bookkeeping and other related practices involving accounting and finances at the Central Church Office and the UPCSA.</li> <li>• Good leadership skills and managerial experience at a fairly senior / executive level.</li> <li>• Very good understanding of most recognised accounting software programmes and should easily adapt to different packages if and when required.</li> <li>• Computer literate and a sound knowledge of the Microsoft Office suite especially Excel (preferably at advanced level), Word, Outlook, PowerPoint, Access.</li> <li>• Excellent working knowledge of Pastel accounting package (being implemented in 2018).</li> <li>• Very good understanding of information system networks.</li> <li>• Excellent knowledge of UPCSA policies, and should be able to comment and offer input for areas of improvement.</li> <li>• Very good knowledge of Church / Presbytery / General Assembly affairs and in particular the polity and policies of UPCSA, which encompasses the manual.</li> <li>• Very good understanding of HR practices.</li> </ul>
<p><b>Behavioural/ Soft Competencies Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Well-developed leadership skills and ability to act as very good ambassador for the UPCSA.</li> <li>• Accurate, astute, discerning judgement.</li> <li>• Well organised, excellent time management skills.</li> <li>• High level of integrity, ethical, accountable, honest and reliable.</li> <li>• Discreet, able to protect all confidential financial information relating to the Central Church office and the UPCSA.</li> <li>• Perseverative, motivated to perform desk bound, sometimes repetitive clerical and administrative tasks.</li> <li>• Resilient, hard-working, efficient, methodical, structured.</li> <li>• Good written and spoken Business English.</li> </ul>
<p><b>Education, Qualification and Experience</b></p>	<ul style="list-style-type: none"> <li>• Professional Accountant (CA(SA) or SAIPA an advantage but candidates qualified by experience (QBE) will also be considered.</li> <li>• Eight years broad-based financial management experience preferably in an NGO (non-government organisation), PBO (Public benefit organisation) or a Religious Body similar to that of the UPCSA.</li> <li>• Three years or more in a similar senior management capacity and a good track record performing accounting duties related to the position.</li> </ul>

	<ul style="list-style-type: none"> <li>• Up to date and in depth knowledge of regulations, policies and procedures relating to financial and accounting functions.</li> <li>• Very good working knowledge of the UPCSAs structures would be an advantage.</li> <li>• Very good knowledge of the Manual of Faith and Order of the UPCSAs would be an advantage.</li> <li>• A good understanding of the country's tax system.</li> <li>• A good understanding of risk management, and the management thereof.</li> </ul>
<b>Working Environment &amp; Travel</b>	<ul style="list-style-type: none"> <li>• Central Church Office.</li> <li>• Travel will be required on a regular basis, both locally where the position is based, but also across the country, and to neighbouring countries.</li> </ul>
<b>Other Important Information</b>	This position requires attention to detail, and a high drive for excellence.
<b>Salary Range:</b>	n/a