



**SUPERVISOR: FINANCE (P7)
YOUNG AFRICAN LEADERS INITIATIVE (YALI)**

**UNIVERSITY OF SOUTH AFRICA (UNISA)
GRADUATE SCHOOL OF BUSINESS LEADERSHIP (SBL)
MIDRAND CAMPUS**

(Ref: YALI/SupFin/06/2022)

**FIXED TERM APPOINTMENT
12 MONTHS CONTRACT**

The SBL seeks to appoint a suitably qualified and experienced candidate as the **Supervisor: Finance (P7)** to be based in the YALI office.

Summary:

The Young African Leaders Initiative (YALI) is a United States Government effort to invest in the next generation of African leaders. The establishment of four YALI Regional Leadership Centers (RLCs) across Africa is a critical component of the initiative. There are four Regional Leadership Centres (Ghana, Kenya, Senegal and Southern Africa). These Centers serve as regional hubs across the continent to encourage transformational learning and enhance leadership skills with an emphasis on three key areas: Business and Entrepreneurship Development; Civic Leadership; and Public Management and Governance.

Implemented in close collaboration with the MasterCard Foundation, the YALI Regional Leadership Centers are a project of the United States Agency for International Development (USAID). Each Regional Leadership Center is managed under a public/private partnership between USAID, local and international private sector partners.

Based at the UNISA Graduate School of Business Leadership (SBL) in Midrand, the incumbent will supervise day-to-day financial operations of YALI RLC-SA and perform various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles and practices.

The position reports to the YALI Operations Manager.

Even though the Covid-19 pandemic has fundamentally changed how we work, and how we support our students and communities, the SBL is reinventing itself to be at the forefront of shaping new business agendas by seeking value-adding ways in four research focus areas:

(1) Responsible Leadership in Practice; (2) Sustainable Livelihoods; (3) Intra-Africa Trade and Investment; and (4) Digital Transformation and Innovation.

Requirements

- Minimum of Grade 12 (Matric) plus a Bachelor's Degree or National Diploma;
- Five (5) years' finance experience;
- Experience in administration of financial information and preparation of financial statements;
- Experience in financial management and accounting;
- Experience in asset management;
- Leadership experience; and
- Evidence of analytical skills and reporting.

KEY PERFORMANCE AREAS

Program Performance (Administration of financial information and preparation of financial statements)

- Administering the income and expenditure of YALI;
- Budgeting and pipeline tracking;
- Ensuring the compilation of financial statements in line with IFRS and donor reporting requirements;
- Drawing financial statement notes and disclosure applicable to expenditure management;
- Administration of financial information for YALI donor funding and projects, and compilation of related financial statements and reports;
- Provision of appropriate financial information and undertaking related accounts administration;
- Ensuring the preparation of the required working papers for auditing purposes;
- Guiding and ensuring correct and timeous postings of transactions to the General Ledger;
- Coordinating the audit of YALI; and
- Resolving commitments outstanding.

Administrative support (compilation of monthly, quarterly and year-end reports)

- Ensuring the correctness of the General Ledger in order to verify completeness and correctness of transactions;
- Supervising the preparation of monthly reconciliations, quarterly reports and annual reports as well as liquidations;
- Ensuring the posting of correction journals;
- Supervising the completion and capturing of payment requisitions where required; and
- Ensuring the review of financial instruments.

Financial supervision of YALI assets and PPE

- Correcting and updating the YALI RLC-SA asset register;
- Tracking and regular recording of YALI RLC-SA assets;
- Ensuring compliance in terms of budget allocations and purchases; and
- Implementation of applicable policies, procedures and standards.

People supervision

- Leading, mentoring and empowering employees and change within the business unit to promote high performance, optimal working environment and cost-effective operations;
- Promoting a high-performance culture by taking accountability for an effective and well-articulated performance management process;
- Ensuring the resourcing of the business unit through recruitment and filling of positions to meet the operational requirements of the institution;
- Promoting the positive employee relations and climate through employee engagement within the business unit;
- Promoting wellness and healthy balanced workforce; and
- Fostering an organisational culture and climate that is ethics and value driven.

Reporting and support

- Providing support to, and participate in:
 - The preparation of reports, findings, conclusions, and/or recommendations;
 - The design, modification, and implementation of financial-related systems; and
 - Research and analysis of data accuracy, trends, and variances to ensure acceptable practices and procedures for compliance with donor requirements.

A work-related assessment or psychometric assessment may be conducted

Closing Date : 22 July 2022
Assumption of Duty : **As soon as possible**
Enquiries : SBLHR@UNISA.AC.ZA

HOW TO APPLY:

The completed prescribed application form must be accompanied by comprehensive curriculum vitae and certified copies (within the previous three months) of:

- all educational qualifications;
- identity document; and
- proof of the South African Qualifications Authority (SAQA) verification of foreign qualifications.
- The detailed advertisement together with the prescribed application form, can be found on the Unisa website (www.unisa.ac.za).

Applications must be submitted via an email which clearly indicates the Reference number of the Supervisor: Finance position in the Subject as follows:

- **Ref: YALI/SupFin/06/2022**
- **Applications should be emailed to SBLHR@UNISA.AC.ZA**
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided, one of which must be from your present employer.
- UNISA is not obliged to fill an advertised position.
- Late, incomplete and incorrect applications will not be considered.

- Appointments will be made in accordance with SBL's Employment Equity Plan and other applicable legislation.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months of the closing date of this advertisement, please accept that your application was not successful.