



Iranti is a registered non-profit organisation (NPO), founded in June 2012 to focus on lesbian, transgender and intersex rights across the African continent. We achieve our purpose through advocacy, movement building and multi-media storytelling. We work with an intersectional lens, often with LGBTI-sector partners, across the region and beyond. We have a ten-person team and operate from our office in Braamfontein, Johannesburg.

Iranti intends to make the following senior appointment:

### **FINANCE AND DEVELOPMENT MANAGER**

We intend to appoint a qualified and experienced Finance and Development Manager to join Iranti's leadership team. This is a full-time position, reporting to the Executive Director.

The Finance and Development manager is responsible for supporting the Executive Director on the organizational and sustainability strategy, financial management, fundraising and the day to day implementation of Iranti's financial affairs. The role includes strategic and practical support to the Executive Director on Iranti's financial sustainability, including resource mobilisation and associated reporting.

#### **Finance Responsibilities**

To manage Iranti's financial affairs including the following:

- Assist and guide Iranti's board and management by providing relevant financial information and reports timeously
- Managing budgeting, cash flow and reporting to strengthen organisational governance and sustainability
- Financial risk management
- Audit preparation and oversight
- Compliance with statutory and regulatory requirements
- Creation, implementation and reviewing of internal controls, financial policies and administrative systems
- Quarterly financial reports to the board and the finance committee, or when required
- Payroll
- Regular financial reports to the executive director and programme managers
- Financial reporting to funders
- Tracking and managing expenses and spending to strengthen sustainability

#### **Fundraising and Development Responsibilities**

To manage Iranti's financial sustainability, and support the Executive Director on the practicalities of resource mobilisation and donor engagement including:

- Financial and sustainability strategy development, review and planning

- Stakeholder mapping, networking and relationship building
- Donor prospecting, identification, and engagement
- Strengthening the organisation's fundraising systems including the maintenance and updating of a donor database and record keeping systems
- Timely preparation of proposals and budgets with relevant team members
- Effective liaison and reporting to current funders

#### Administration

- Manage the office on a day to day basis
- Manage administrative staff
- Ensure that the organisation has the required HR systems and support
- Oversee office management
- Implementing performance systems for tracking of organisational and individual goals

#### **QUALIFICATIONS AND EXPERIENCE**

- A diploma, degree or equivalent qualification in Accounting or other relevant qualification
- At least five years financial management experience in a similar environment
- Strategic, operational planning and budgeting experience
- Financial strategy and management
- Research and analysis
- Excellent writing and communication skills
- Networking and Relationship-building experience
- Proven success in both strategic and operational aspects of resource mobilisation
- Advanced proficiency in the Pastel accounting system
- Proficiency in Microsoft Office Suite and other common IT programmes
- Working experience in the non-profit and/or development sector

#### **TO APPLY**

Kindly send a letter of application and your CV, including three contactable referees to [zikhona@iranti.org.za](mailto:zikhona@iranti.org.za) by close of business on 12 March 2018.

Please note that only shortlisted candidates will be contacted.

Lesbian, Trans\* and Intersex persons are encouraged to apply.