



FINANCE MANAGER

Job Title: Finance Manager
Job Type: 12 months renewable contract
Location: South Africa

PURPOSE OF THE POSITION

AFAP is a dynamic non-profit social enterprise devoted to fostering robust fertilizer and Agri-inputs markets across Africa through sustainable projects and market-driven business solutions in agricultural inputs and agribusiness sectors.

Our multifaceted approach encompasses policy and regulatory reform, capacity building, financial credit provision, and data-based market intelligence development. Leveraging our technical expertise and entrepreneurial innovation, we enhance the fertilizer and agribusiness value chain by connecting African Hub Agro-dealers and Smallholder Farmers with global resources, technologies, and financing providers.

AFAP is seeking a highly skilled and detail-oriented **Finance Manager** to oversee the financial operations of the organization in South Africa Head Office. The ideal candidate will have strong experience in financial management, budgeting, auditing, and payroll administration. This position requires an individual with a high degree of integrity, professionalism, and the ability to work in a fast-paced, multicultural environment.

DUTIES & RESPONSIBILITIES

- **Financial Record Management:** Perform all basic accounting procedures, compliance of financial records, transactions and documentation, financial statement preparation, month end closing, journal entries and general ledger maintenance, and prepare supporting schedules for financial statements preparation
- **Financial Reporting:** Prepare and present comprehensive financial reports, including donor grant reports.
- **Budgeting and Forecasting:** Create and monitor annual budgets and forecasts, providing regular updates to management.
- **Financial Planning:** Maintain financial policies and procedures to ensure regulatory compliance and best practices.
- **Strategic Insights:** Provide financial data and to support decision-making.
- **Risk Management:** Manage risk through insurance.
- **Serve as the organisation's liaison with auditors** (annual financial audits).
- **Prepare financial statements and reports for management review.**
- **Ensure compliance with financial policies and regulations.**
- **Manage payroll processing and related tax filings.**
- **Conduct periodic audits to ensure accurate financial records.**
- **Collaborate with external auditors and tax consultants as needed.**
- **Compile, analyze, and report financial data.**
- **Create financial reports, including profit and loss statements**
- **Maintain accurate financial reports.**
- **Perform audits and resolve errors.**
- **Stay updated on changes related to finance and accounting.**
- **Preparation of complete detailed monthly management packs for presentation.**



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- A deep analysis of the expenses of the business with a deep sound understanding of cost reduction.
- Monthly reconciliations of the balance sheet.
- Tax (SARS, IRS) and Statutory compliance – Experience with compiling information for submission.
- Manage relationships with banking institutions and ensure consistency with AFAP standard operating procedures, policies and accounting principles.
- Oversees and verifies the fixed asset register.
- Works to ensure the month-end closing and year-end closing processes are completed in a timely manner.
- Various other ad-hoc duties as required and requested by the manager.

CORE COMPETENCIES:

- Ability to work with minimal supervision.
- Excellent analytical, problem-solving, and organizational skills
- High attention to detail and accuracy
- Strong interpersonal and communication skills
- Fluent written and spoken English required.

MINIMUM REQUIREMENTS:

- Bachelor's degree in accounting, Finance, or related field (Master's degree or CPA/CA qualification is an advantage)
- Minimum of 5–7 years of progressive experience in financial management, with proven experience in auditing and payroll management
- Experience working in a non-profit or international development organization is preferred
- Strong knowledge of accounting standards and financial regulations
- Proficiency in accounting software (e.g., QuickBooks, Sage, or similar) and Microsoft Excel

TO APPLY:

If your qualifications align with the requirements of this position, we encourage you to apply. Please send your CV, a one-page cover letter, copies of relevant certificates, and your salary expectations (*in local currency*) to kmanaka@afap-partnership.org use the **position title and country** as your reference in the email address subject line. The application deadline is **27 May 2025**.

Please note, only candidates who have been shortlisted will be contacted. We appreciate your interest in becoming part of the AFAP team.