



Centre for Affordable Housing Finance in Africa

JOB DESCRIPTION

1. JOB TITLE	Accountant
2. DEPARTMENT	Finance
3. JOB LEVEL & GRADE	CU
4. REPORTING TO	COO
5. DIRECT REPORT/S	Accounting and Programme Support Coordinator
6. DATE	August 2023

JOB PURPOSE

This role is responsible for CAHF and AUHF's financial management, accounting, risk management and procurement. The Accountant is responsible for implementing systems, policies and procedures that are compliant with good governance and statutory regulations and deliver in a way that is efficient, integrity based and supports the achievement of the CAHF and AUHF mission and purpose.

The Accountant is responsible for the finance unit at CAHF, and is assisted by the Accounting and Programme Support Coordinator. The role is also responsible for supporting the COO of CAHF from the financial administration and reporting side of the CAHF operations.

Key Result Areas	Outputs
Budgeting and Business Planning	<ul style="list-style-type: none"> • To provide Finance input and contributions into the CAHF and AUHF Business Plan by understanding the CAHF/AUHF strategic direction, providing Finance inputs and contributions and presenting insights and feedback annually • To prepare the Annual Budget to support the Annual Business Plan by defining actions, capturing into a plan, and submitting for review annually. • To identify and report CAHF financial risks for managements consideration by managing compliant and good practice delivery, identifying, and reporting on identified risks and providing guidance at all times and as required. • To report on CAHF and AUHF financial performance by tracking actual financial performance against financial targets, identifying progress and areas of concern, drafting reports and submitting monthly or quarterly as required.
Systems and Processes Management	<ul style="list-style-type: none"> • To support the development of departmental systems, policies, and procedures by reviewing internal processes, identifying inefficiencies and risks, and contributing to the development, documentation and implementation of systems, processes and procedures as required. • To manage and implement business systems by understanding the needs, supporting the scoping and development of systems, implementing and managing the implementation of departmental systems as required. • To resolve departmental inefficiencies, productivity challenges and quality concerns by evaluating cause, resolving, revising the system, policy or procedure, training staff on new requirements and managing compliance and implementation as required.
Financial Management and Management of Financial Processing for CAHF and AUHF	<p><u>CAHF and AUHF</u></p> <ul style="list-style-type: none"> • To develop the CAHF and AUHF budget with programme allocations and forecasts by engaging with programme managers, gathering inputs, drafting provisional costs and income, preparing the budget, verifying with programme managers, and submitting annually and as required. • To prepare CAHF and AUHF monthly and annual management accounts and financial reports by defining financial standards, aligning standards with international accounting standards, managing capturing of accounts, managing compliance and quality, and addressing issues as required. • To manage expenditure and cash flow by tracking spend against budget, monitoring bank account levels, reviewing, and recommending expenditure, addressing any budget variances or cash flow challenges, providing feedback to management, and reporting monthly and as required. • To draft and submit Monthly Management Accounts and reports by collating financial reports into defined reporting templates, reviewing, identifying, and resolving inaccuracies and anomalies, providing input, insight and recommendations, and presenting monthly and as required. • To draft grant financial reports by populating the financial reporting templates required by grant makers, resolving queries and questions

Key Result Areas	Outputs
	<p>from management and the grant makers, and supporting the COO in submitting quality reports by deadline.</p> <ul style="list-style-type: none"> • To capture and allocate all CAHF and AUHF transactions accurately against appropriate budget line items by completing financial processing, reviewing transactional capturing and allocation, and addressing errors monthly. • To process transactions in line with statutory and company compliance requirements by completing processing tasks, sampling processed transactions, checking for compliance and implementing required amendments monthly. • To manage the filing and securing of financial records and accounts for all financial transactions by managing storage of documents, allocation on financial system checking for accuracy and completeness and addressing non-compliance as required and at least monthly. • To comply with the delegations of authority by reviewing transactions processed and verifying authorisations operationally on an ongoing basis. • To check and review captured payment batches against supporting documents on a weekly basis and recommend them for release where appropriate. • To manage petty cash and expense reimbursement by allocating funds, managing receipt of required documentation, reconciliation of purchases and addressing non-compliance as required. • To assess and report the risk exposure for CAHF and AUHF on outstanding payables by reviewing the commitments register, identifying concerns and providing support to resolve as required monthly. • To draft management financial reports by gathering required information (including but not limited to cashflow forecasts, funding/grant utilisation and financial obligations), collating information, checking for accuracy and completeness, compiling insights and recommendations and submitting by deadline. • To manage compliant statutory processing and payments (payroll, remittance of tax and other statutory contributions) by developing a statutory compliance calendar, compiling required inputs, calculating, checking for accuracy and completeness, and managing payment/processing within deadline as per schedule. <p><u>AUHF</u></p> <ul style="list-style-type: none"> • To manage collections of AUHF fees by preparing annual invoices, managing distribution, processing of payments, compilation of outstanding fees reports and submitting to AUHF Programme Manager for collections activities monthly and as required. • To resolve AUHF member queries regarding fee payments by receiving query, gathering information, completing investigation, providing feedback and resolving query as required.
Procurement	<ul style="list-style-type: none"> • To manage procurement by reviewing procurement requirements, developing procurement solutions, defining service level standards, monitoring procurement activities against the standards, identifying areas of concern and implementing corrective action as required

Key Result Areas	Outputs
	<ul style="list-style-type: none"> • To manage delivery of procurement demand, acquisition, planning, asset and contract management activities to deliver procurement to CAHF/AUHF on time and within budget monthly and annually • To perform cost analysis and negotiate best payment terms by comparing supplier pricing and engaging with suppliers to discuss better terms at the time of procurement • To manage the continuous updating of the contract and supplier database by implementing a regular review and update process, monitoring compliance and delivery against standards, and addressing issues at all times • To attend and participate in the procurement committees/panels and assist in the scheduling, compilation of procurement packs and information, and supporting the fair and transparent appointment of service providers within deadlines. • To manage the fair and transparent procurement processes by monitoring procurement practice, identifying inappropriate activities, addressing, resolving, reporting, and maintaining CAHF/AUHF's reputation as an ethical customer at all times • To manage the payment of supplier invoices by verifying compliance with the procurement policy and procedure, reconciling invoices with contract and actual work completed, addressing any discrepancies confirming sign-off by relevant manager, allocating spend to departmental budget and processing for payment within deadline • To manage all leases by verifying that they are current, negotiating on lease renewal, making lease recommendations and updating lease contracts as required.
Asset Management	<ul style="list-style-type: none"> • To manage the organisational assets by managing the maintenance of the asset register and monitoring the tracking, safeguarding and verification of assets as required • To manage depreciation and disposal of assets by reviewing and implementing the depreciation principles, recording depreciation on the financials quarterly and implementing a disposal process as required
Audit	<ul style="list-style-type: none"> • To prepare for audit by managing the preparing of files and required documentation on an annual basis. • To support the audit process by addressing queries, reviewing, and answering audit findings on an annual basis. • To implement the corrective action as arising from audit recommendations by developing and implementing action plans to address and resolve audit issues, track resolution and manage issues on an annual basis and within deadline • To present audit reports and findings to management by developing presentations, listing findings, addressing findings, briefing management, and presenting as scheduled. • To present audited annual financial statements by developing presentations, providing insights and recommendations, briefing Management and presenting as scheduled.
Risk and Compliance	<ul style="list-style-type: none"> • To support the development of the financial risk profile of CAHF by reviewing financial risks, managing that risk action plans have been

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	<p>developed and implemented, evaluating, and reviewing risk cover needs and reporting on financial risk quarterly.</p> <ul style="list-style-type: none"> • To manage that financial risks are proactively managed by monitoring critical financial indicators and accounts, identifying risks, reporting, and proactively addressing critical concerns as required. • To manage that all statutory submissions are carried out and filed on time by developing schedule, managing collation and completion of required reports, verifying quality and completeness, and submitting by deadline.

FORMAL QUALIFICATIONS AND EXPERIENCE
<ol style="list-style-type: none"> 1. Bachelors (NQF 7) qualification in professional accounting or finance 2. SAIPA/SAICA (or similar) membership 3. At least 5 years financial management experience 4. At least 8 years working experience in a financial environment 5. At least 2 years working experience with donor funds and grants 6. Knowledge of current tax legislation and statutory environment

LEADERSHIP COMPETENCIES	
Change Management	Ability to initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments.
Controlling Progress	Ability to track progress and ensure that delivery is completed at the right time for the overall success of the intervention / deliverable
Developing Others	Ability to develop and grow others and provide insights to improve others performance using various development tools and practices
Delivery Leadership	Ability to lead in such a way as to achieve results and a standard of excellence. This includes the process of setting measurable objectives; ensuring team performs effectively; taking action to improve team performance; building loyalty and capability with the team; building commitment for a compelling vision for change; implementing change and then checking back to determine the successes and areas for improvement of interventions to apply lessons in the future.
Environmental Responsiveness and Reputation Management	Able to maintain awareness of the external environment and factors that could impact on the reputation of CAHF. This includes the ability to proactively develop and implement a plan of action that builds CAHF's reputation or minimises negative impact caused by environmental / external factors or events
Influencing and Relationship Building	The ability to persuade, convince or influence others in order to get them to go along with or support a particular agenda, or get 'buy in' from others. The ability to plan how to win support, gain co-operation or overcome barriers using a variety of approaches. Having gained support, it is the ability to build and maintain relationships with networks of people who may be able to effectively assist the organisation.
Motivating	Ability to mobilise people to take positive action, using creative approaches to motivate others to meet organisational goals. Able to encourage, persuade, convince, influence, or impress others in order for them to meet the intended objectives
Organisational Awareness and Effectiveness	Ability to think in system-wide terms with regards to functions or departments within the organisation. This includes identifying opportunities to connect with initiatives underway in other areas and to proactively share information and resources that can be seen to have relevance and impact on organisation or team strategy and performance
People Management	Able to proactively manage, develop, motivate and retain staff, optimise their outputs and effectively manage relationships and workflow in order to achieve organisational goals
Political Intelligence	Awareness of how decisions, recommendations and issues impact on stakeholder interests/concerns and dynamics. Sensitive to the different needs/agendas of stakeholders and works to ensure that engagements are consistent with strategic direction of various stakeholders.

Strategic Leadership	Able to operationalize and implement the strategic imperatives and policies as allocated to the department into services, products and implementation frameworks in order to convert and implement strategic plans and policies into programmes
Team Leadership	Able to lead a group of individuals and build a cohesive, united and motivated unit that delivers on the organisational strategy by embracing diversity and optimising individual strengths to excel and perform as a whole.
Fund Mobilisation	Able to identify funding streams and opportunities and to engage with relevant stakeholders to secure investment in CAHF to meet its operational and organisational needs. Able to maintain constructive on-going relationships with donors, honour contractual commitments and secure contracts that are mutually conducive to the needs of CAHF and the donors. Secure diversity of funding base and mitigate risks to organisation with reliance on key funders.
Risk Mitigation and Management	Able to scan the environment, identify potential risks, rate the likelihood and impact of the risk and to develop and implement plans to minimise and manage the impact of the risk

TECHNICAL COMPETENCIES	
Financial Management	Able to manage the income and expenditure, keep safe custody of funds, manage the transactions to meet commitments and manage the required accounting and auditing of accounts
Accounting	Able to apply accounting principles and practices (including taxation) and analyse and report on financial data
Housing Finance	Knowledge of housing finance markets, including mortgage finance, housing microfinance, wholesale funding, rental markets, housing markets, housing construction and so on Experience with diverse forms of social media and website management
Auditing	Able to plan, conduct and report on an unbiased examination and evaluation of compliance with legislated and organisational policy requirements
Risk Mitigation	Able to identify organisational risks. Able to evaluate risks and implement risk mitigating and management plans and solutions.
Statutory and Legislative Environment	Able to understand, analyse and interpret existing and new legislation and regulation that pertains to CAHF environment. Able to proactively create awareness of and give advice on and build knowledge of existing and new regulations. This includes the ability to review the existing and new regulations, identify impact on CAHF, evaluate impact and risk and report on regulations

Contract Management	Able to develop comprehensive and compliant contracts; successfully negotiate service level agreements (SLAs); terms and requirements; monitor and track adherence to SLAs; terminate concluded or non-performing contracts and document and manage any changes to contracts
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APPROVAL	
Manager:	Employee:
Signature	Signature:
Date:	Date: