



ADVERTISEMENT

Finance Manager

Contract type: Permanent

Job Level: Management

Work Location: Makhanda/Grahamstown, Eastern Cape

The National Research Foundation (NRF) supports and promotes research and human capital development through funding, the provision of National Research Facilities and science outreach platforms and programmes to the broader community in all fields of science and technology, including natural sciences, engineering, social sciences and humanities.

The South African Institute for Aquatic Biodiversity (NRF-SAIAB) is a National Research Facility of the NRF. NRF-SAIAB undertakes the study of African aquatic biodiversity and provides research infrastructure to the broader research community in Southern Africa. This includes specialised laboratories, vessels, natural history collections, remote observation platforms, seafloor mapping capabilities, and fish tracking arrays. Although NRF-SAIAB's headquarters are in Makhanda, the institute also has offices in Gauteng, Gqeberha and Durban.

SAIAB seeks to appoint for the position of Finance Manager to manage the day-to-day functioning of the Finance function of the Business Unit in ensuring the provision of sound financial management, accurate reporting, accountability and processes that align with the NRF and BU strategic objectives as well as relevant financial policies and procedures, good governance and regulatory compliance.

Key Responsibilities:

- * Manage daily financial operations and ensure regulatory compliance.
- * Oversee asset reconciliation, transactions, audits, and financial reporting.
- * Implement and improve financial policies, processes, and risk controls.
- * Lead financial planning, cost control, and strategic budgeting.
- * Ensure compliance with PFMA, GRAP, Treasury Regulations and tax legislation.
- * Monitor general ledger accounts and maintain accurate accounting structures.
- * Identify and mitigate financial risks, fraud, and governance issues.
- * Provide financial reporting to stakeholders, funders, and regulatory bodies.
- * Review, implement, and maintain efficient financial and business systems.
- * Develop and execute financial strategies aligned with organizational objectives.
- * Prepare financial statements and support internal and external audits.
- * Lead, mentor, and develop the finance team to enhance performance and compliance.

Key Requirements:

Qualification:

- * Postgraduate (Honours) degree in Finance (NQF Level 8) or degree in Finance (NQF Level 7) plus 1 year Postgraduate related/management qualification.
- * 5 Years relevant experience in financial accounting and financial management environment
- * Minimum 2 years' experience in a supervisory or managerial position.

Experience:

- * Expertise in financial controls, budgeting, forecasting, and regulatory compliance (PFMA, GRAP).
- * Strong leadership, analytical, and project management skills.
- * Advanced MS Office proficiency and experience with ERP systems.
- * Willingness to travel and a valid driver's license.

Knowledge:

- * Manage project-based assignments to completion
- * Comprehensive knowledge of the Public Finance Management Act (PFMA) and related National Treasury Regulations, guidelines and Instruction notes.

Additional Notes:

Additional Application Information:

* The full job description can be found on the SAIAB website(www.saiab.ac.za)

Information:

The website www.nrf.ac.za provides more details on the NRF initiatives and activities.

Applications:

Applicants should submit a comprehensive CV by logging to <https://ess.nrf.ac.za/Account/Recruitment> and apply online. Applications should be accompanied by a letter of motivation indicating the applicant's suitability for the position. The names and contact details of at least three referees should be provided.

Closing Date: 21 March 2025

The NRF offers a challenging career and competitive remuneration package which is commensurate with qualifications and experience. The NRF is committed to employment equity and redress and the appointment to the position will be made in line with the NRF Employment Equity Plan.

The NRF reserves the right not to make an appointment.

Correspondence will be sent to short-listed candidates only