



Maternal, Adolescent & Child Health Institute (MatCH) is a non-profit organisation supporting public sector health services. MatCH implements donor funded projects to improve HIV and TB outcomes through providing technical assistance and direct service delivery support.

**MatCH is looking for the following staff to join their team based in eThekweni in the KwaZulu-Natal Province.**

### **Senior Financial Manager x1 – Ref: 94**

#### **Main purpose of the job**

To manage the provision of organizational administrative support services to MatCH Institute staff and MatCH offices/sites which includes financial and grant management activities, procurement/supply chain management, facilities, assets and vehicle management.

#### **Location**

eThekweni (Durban)

#### **Key performance areas**

- Budget development and monitoring
- Financial management
- Financial reporting
- Procurement and supplier management
- Facility and vehicle management
- Policy and procedure development and management
- Strategic planning
- Staff supervision
- Effective self-management and performance ownership

#### **Required minimum education and training**

- B Com Hon in Accounting. CA qualified will receive preference. Own transport and a valid unendorsed driver's license are required.

#### **Minimum work experience**

- Minimum 10 years' experience in Operations/Financial Management at an appropriate senior level

#### **Desirable additional education, work experience and personal abilities**

- The incumbent must be able to work in a pressurized environment and meet demands. Working overtime and travel may be required from time to time.
- S/he must have excellent knowledge and expertise and is expected to provide sound advice in fulfilling duties.
- Confidentiality, tact and discretion must always be maintained.
- Organized, thorough, attention to detail, quality and accurate approach to work
- Excellent written and verbal communication skills

Interested parties should clearly state the reference number of the vacancy you are applying for and forward your detailed CV and copies of the required certificates and registrations to: [recruitment@match.org.za](mailto:recruitment@match.org.za)

**The closing date for all applications is 31 January 2020.**

MatCH Institute reserves the right not to make an appointment. Please consider your application unsuccessful if you have not been contacted within 14 days of the closing date.