



## **Internal and External Job Advert**

**Mpilonhle is a non-profit organisation dedicated to improving the health and development of the communities that it works in.**

**Mpilonhle has the following vacancy with immediate effect until 31 March 2028. This position will be based in King Cetshwayo District, Lower Umfolozi, KwaMbonambi**

### **Finance Manager – Mpi 009/2026**

#### **Job Summary**

Mpilonhle has a need for a Finance Manager for a Global Fund to Fight AIDS, Tuberculosis and Malaria (the Global Fund) supported programme for which Mpilonhle is the sub-recipient and the Aurum Institute is the prime recipient.

The Finance Manager will be responsible for financial management and human resource (HR) requirements of the programme and will be responsible for ensuring compliance with all Global Fund financial and HR requirements. The financial manager and their team of five persons must ensure strong financial governance, donor compliance, and adherence to labour legislation, while providing strategic leadership across both finance and HR functions.

#### **Main Tasks and Responsibilities**

- Provide strategic financial leadership for Global Fund-supported projects.
- Ensure proper financial planning, budgeting, and expenditure tracking.
- Monitor cash flow and ensure availability of funds for programme implementation.
- Lead the development of project budgets in line with approved grant agreements.
- Monitor budget utilisation and provide variance analysis with corrective actions.
- Prepare for donor reviews, audits, and financial verifications.
- Establish and strengthen internal control systems to safeguard organisational assets.
- Update, develop where required, and implement finance, asset and HR policies and Standard Operation Procedures.
- Ensure compliance with statutory requirements including but not limited to SARS, UIF, PAYE, and VAT.
- Ensure compliance with South African labour legislation including but not limited to BCEA, LRA, EE Act.
- Preparation and submission of Employment Equity report.

- Oversee payroll processes
- Liaise with donors, auditors, and regulatory bodies on financial matters.
- Provide financial guidance to programme and operational teams.

### **Minimum Requirements**

- a) Financial related degree with professional affiliation, CA or articles (NQF Level 7 or 8)
- b) Knowledge of Public Finance Management Act.
- c) Familiar with Labour laws
- d) Minimum of five years' experience in a financial environment with at least two at a management or senior level
- e) Knowledge of Quickbooks, Sage Payroll and other financial accounting software systems.
- f) Knowledge of Microsoft D365 and Microsoft 360 cloud.
- g) Experience working with government agencies and not-for-profit organisations.
- h) SA Citizen or valid work permit to work in South Africa.

### **Desired experience**

Experience with Global Fund or other international bilateral or multilateral donor agency grants

**If you are interested in this position, please email detailed curriculum vitae and certified qualifications to [jobs01@mpilonhle.org](mailto:jobs01@mpilonhle.org) . Applications may also be submitted via our website or hand-delivered to reception.**

**Applicants who have not been contacted within two weeks of submitting their application should consider their application unsuccessful.**

**For any inquiries, please contact Human Resources on 035 550 2000.**

**Closing date for applications is 22 May 2026 or until suitable candidate is identified.**

***By expressing interest in the position, applicants consent, in accordance with the POPI Act, to their curriculum vitae being shared with the relevant individuals authorised to act on behalf of Mpilonhle during the recruitment process.***