

## **FINANCE AND ADMINISTRATIVE MANAGER**

**Organisation:** Gender Dynamix (NPO)

**Location:** Cape Town, South Africa

**Employment Type:** Permanent

**Application Deadline:** 05 March 2025

**About Us:** GDx is a dynamic organization committed to promoting human rights, social justice, and community development, with a particular focus on supporting transgender and gender-diverse communities. We are seeking a highly organized and experienced Admin and Finance Manager to join our team in Cape Town, South Africa, and ensure the smooth and efficient operation of our financial and administrative functions.

### **Key Responsibilities:**

- Manage multiple donor accounts and ensure timely financial reporting.
- Oversee organisational and project audits and ensure compliance with donor requirements.
- Lead the development and implementation of financial, payroll, and administrative systems.
- Prepare and submit monthly, quarterly, and annual financial reports.
- Handle all banking and forex payment requests efficiently.
- Manage procurement processes in line with policies and donor contracts.
- Develop annual programme and organisational budgets and oversee financial management across projects.
- Provide strategic financial planning and technical guidance to the programmes team.
- Manage and supervise the finance and administrative staff, conducting performance evaluations and development plans.
- Support the Executive Director and Operations Manager with resource mobilization efforts.

### **Qualifications and Skills:**

- Bachelor's degree in Accounting, Public Administration, Business Administration, or related field.



- Minimum 5 years' experience in finance and administration, preferably at a management level and/or with internationally funded programmes.
- Proficiency in PASTEL and MS Excel.
- Proven track record of managing multiple donor accounts successfully.
- Strong interpersonal and negotiation skills at a senior level.
- Commitment to human rights, social justice, and community development, especially for the transgender and gender-diverse community.
- Ability to work independently and within diverse teams.
- Willingness to travel as required.

### **Culture and Values Alignment:**

Candidates applying must have an openness to learn and be committed to supporting and upholding the advancement of human rights and social equity for trans and gender diverse persons. In addition, candidates must embody Gender Dynamix's values which include Openness, Respect, Equality, Inclusivity, Mutual Support and Non-judgemental/Undiscriminating.

### **Why Join Us?**

- Contribute skills and be a part of growing and sustaining a mission-driven organisation that advocates for equality and social justice.
- Work with a diverse and passionate team that is geared towards holding the state and other actors accountable, and to ensure the realisation of human rights for trans and gender diverse persons.
- Opportunity to make a meaningful impact for communities who are at-risk of social marginalisation, exclusion, discrimination and gender-based violence.

**How to Apply:** Interested candidates should submit their CV and a cover letter outlining their qualifications and motivation for applying to [Humaresources@genderdynamix.org.za](mailto:Humaresources@genderdynamix.org.za).