

## **JOB PROFILE**

**JOB TITLE:** Finance and Operations Manager

**ROLE TYPE:** Permanent

**REPORTS TO:** Chief Executive Officer

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### **ABOUT US:**

The Financial Sector Transformation Council (FSTC) is a non-profit company constituted in terms of the Financial Sector Code and gazetted under Section 9(1) of the Broad-Based Black Empowerment Act 46 of 2013. It is mandated through its constituencies, which are the Trade Associations, Government, Nedlac Organised Labour (Labour), Nedlac Organised Community (Community), and the Association of Black Securities and Investment Professionals (ABSIP), to enforce the Financial Sector Transformation Code.

### **POSITION SUMMARY:**

The Finance and Operations Manager is responsible for allocating resources, and optimising workflows to improve efficiency and organizational sustainability. The Finance and Operations Manager assist the CEO with financial, compliance and operational oversight, monitoring performance, and smooth running of FSTC activities, while escalating strategic decisions and high-risk issues to the CEO.

### **KEY DUTIES AND RESPONSIBILITIES:**

#### **Financial & Budgetary Management**

- Prepare the FSTC annual budget and review funding model, ensuring alignment with strategic objectives and foster organizational sustainability.
- Monitor operational income and expenditure, raise purchase orders, track invoices, escalate any overspend.
- Manage financial reporting, management accounts, budget variance summaries and basic reconciliations.
- Prepare for the annual external audit and ensure compliance with all statutory requirements.
- Ensure accurate and timely delivery of the FSTC payroll administration, in compliance with all statutory requirements.
- Identify areas for improvement and ensure compliance with internal policies and industry regulations.

#### **Strategic Coordination & Continuous Improvement**

- Maintain and update the risk register, monitor mitigation actions and flag overdue items.
- Oversee facilities & asset management (IT equipment, office supplies, boardroom logistics).

- Maintain a detailed knowledge of the governance processes and protocols of the organisation.
- Develop, review and maintain a central repository of policies, procedures and templates, ensuring version control.
- Assist with hiring, training, and mentoring of the team, fostering a productive work environment, and promoting company culture.
- Manage procurement processes of service providers, review contracts and service level agreements, as well as monitor performance of service providers.
- Track key performance indicators (KPIs) and prepare quarterly operational dashboards for CEO and Council.
- Evaluate processes, identify inefficiencies, and propose process improvements to reduce bottlenecks (e.g., digitising form submissions or automating meeting-pack assembly).

## **REQUIRED SKILLS AND QUALIFICATIONS**

### **Education Background:**

- Bachelor's degree in financial management, Business Administration, Accounting, or a related finance field.
- Honours degree will be an added advantage.

### **Experience:**

- 5 to 8 years relevant experience in managing organisational assets and facilities, including IT equipment, office logistics, and resource inventory tracking.
- Demonstrated exposure to finance, accounting, and management accounting functions, including budgeting, financial reporting, cost control, and performance analysis.
- Experience serving as the first point of contact for internal teams, with a strong service orientation for handling process queries and scheduling support, resolve conflicts, and drive accountability across all departments.
- Familiarity with regulatory requirements and processes – finance and supply chain processes; governance, risk management and compliance, and emerging technologies to drive innovation.

### **Competencies**

- Strong organisational/project-management skills
- Excellent stakeholder management and interpersonal communication
- High attention to detail and process orientation
- Proactive problem-solving; knows when to escalate.
- Excellent interpersonal and communication skills to liaise with team members, management, and all the FSTC stakeholders.
- Proficiency in MS Office Suite (particularly Excel, Word, Outlook, and PowerPoint).

**Application letter must be accompanied by a comprehensive CV, certified copies of qualifications and identity document, should be forwarded for the attention of [lena.mokgosi@isilumko.co.za](mailto:lena.mokgosi@isilumko.co.za)**

**Closing Date: 19 May 2026**