



**AIMS
NEI**

**African Institute for Mathematical Sciences
Next Einstein Initiative**

Vacancy Announcement
Director of Finance and Operations

Title	Director of Finance and Operations
Reporting to	Executive Director
Based at	Cape Town, South Africa (Muizenberg)
Organization	AIMS – Next Einstein Initiative (AIMS-NEI)
Closing Date	31 January 2012
Start Date	1 March 2012 or as soon as possible
Application Submission:	talent@nexteinstein.org
Important Notice:	Only shortlisted candidates will be contacted

BACKGROUND

The African Institute for Mathematical Sciences (AIMS, www.aims.ac.za) is an innovative, pan-African centre for post-graduate education, research and outreach which has achieved global recognition since opening its first centre in South Africa in 2003. AIMS centres offer a number of educational programs including a one-year taught Masters and MPhil and PhD degrees by research. Each AIMS centre provides an intensive and broad education to over 50 African students each year and prepares them for leadership careers in academia, governance and industry. The AIMS educational program relies on top international lecturers who teach in a 24-hour learning environment.

Based on the success of the first AIMS centre, the AIMS Next Einstein Initiative (AIMS-NEI, www.nexteinstein.org) was launched with the mission of enabling Africa's brightest students to flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, educational and economic self-sufficiency. As part of this network, the AIMS-NEI secretariat acts as a coordinating body for all centres.

SCOPE OF POSITION

This position, reporting to the Executive Director of AIMS-NEI Secretariat, is accountable for leading the finance and operations team in developing and managing the Secretariat financial and accounting policies, systems and processes, regulatory requirements, internal controls, ongoing analysis of financial operations and annual and multi-annual financial planning.

The role involves working with AIMS Centres of Excellence across Africa, overseeing and lead the AIMS Network financial operations management and analysis. It also encompasses working with and assisting senior academics (Centres' Directors), national chief operating officers/executive directors and project management staff.

The Director, Finance and Operations is responsible for the delivery of costs effective and efficient accounting and financial systems, policies and processes that meet the current and future business requirements of the Secretariat and the AIMS Network.



KEY DUTIES AND RESPONSIBILITIES

Budgeting and Financial Planning (quarterly, yearly and strategic)

- Assist the executive director in leading and executing the Secretariat and Network budget process.
- Assist the AIMS-NEI directors and the centres directors (at varying degrees) in ensuring that they accurately develop their budgets.
- Work with the executive director in refining the budget and plans for presentation to the AIMS-NEI Board.
- Work with the executive director in maintaining and modeling a short and long range strategic financial plan for the Secretariat and the Network.
- Analyze the Network financial data, identify trends and anomalies, and recognize cost inefficiencies for strategic management decisions
- Develop cash flow forecasting and maintain a long term cash forecast

Financial Systems and Controls

- Oversee the implementation of and compliance with the Centres' contracts, operations manual and financial manual.
- Develop and implement the Secretariat financial operations manual including policies and procedures.
- Oversee the external Audit, review and analyze results and advise the executive director for the approval of the Audited Financial Statements.
Prepare the financial section of the annual report.
- Ensure the Network is in compliance with all internal policies and relevant regulations and ensure filings are completed in a timely manner.
Oversee the continuous improvement of accounting and financial processes and the development of the teams with the goal to achieve best practices and optimal output across the Network.
- Develop and oversee accounting policies and procedures to meet both current and future business models

Management Reporting

- Ensure financial reports are compiled quarterly consisting of: quarterly financial statements (i.e. mainly balance sheet cash flow); projected financial statements for the next fiscal year; various other financial matters as required by the executive director.
- Ensure quarterly financial statements provide actual figures to date compared with budgeted figures
- Prepare variance report and proposed solutions to address variances

Network operations coordination

- Assist the executive director in overseeing the Network operations
- Oversee the internal review and control function to ensure that finance and operations controls and policies are complied with across the Network. Ensure effective follow up processes are in place.
- Work with Centres' directors, chief operating officers/executive directors to ensure centres' operations are managed effectively and efficiently.
- Develop and help establish a warning system which helps detect operational inefficiencies and weaknesses across the Network
- Assist the executive director in leading and overseeing new start up



**AIMS
NEI**

**African Institute for Mathematical Sciences
Next Einstein Initiative**

EDUCATION

BSc (preferably MSc) in Accounting or Finance / BCom Accounting plus CTA or equivalent

REQUIREMENTS

General

- Accounting designation – ACMA / CA / CGA or equivalent
- 8+ years working experience in accounting, finance and operations management
- Sound knowledge of organizations working within the not-for-profit sector
- Exceptional interpersonal skills, a collaborative style and the ability to communicate effectively at all levels
- Demonstrated initiative and the ability to work effectively within time constraints
- A track record in coordinating financial management across multiple geographic locations.
- Excellent ability to integrate different financial information and present them as a whole comprehensive piece
- Fluent in English, Working knowledge of French

Strategic thinking and planning skills

- Experience with strategy development and implementation
- Strong not-for-profit business acumen
- Ability to lead complex start up projects through to growth and an end point

Managing and Leading

- Able to communicate effectively and lead others through change and new strategic initiatives
- Able to build effective teams, coach and develop others
- An individual who seizes opportunities and takes initiative as appropriate

Influence and Interpersonal Effectiveness

- Relationship building and rapport skills
- Influencing and networking skills
- Able to work with and through volunteer/expert relationships and associations and alliances
- Ability to communicate effectively at all levels

Operational Effectiveness

- Ability to grasp Secretariat's short and long term priorities and develop systems, processes and policies to support the achievement of them in a cost effective manner.
- On an ongoing basis, evaluate and prioritize activities



**AIMS
NEI**

**African Institute for Mathematical Sciences
Next Einstein Initiative**

APPLICATION CLOSING DATE

31 January 2012

COMMENCEMENT OF DUTIES

As soon as possible thereafter

REMUNERATION

The remuneration package, including benefits will be competitive and commensurate with experience and qualifications. The initial post is expected to be on a full-time contract position for 1 year. AIMS-NEI is an equal opportunity employer.

TO APPLY

Prospective candidates must submit a letter of motivation and detailed CV, together with the names of at least two referees to: AIMS-NEI Hiring, AIMS-NEI, 5 Hillcrest Road, Muizenberg, 7945, or electronically to talent@nexteinstein.org (ensure that the job title is in the subject line please).

Should no feedback be received from AIMS-NEI within four weeks of the closing date, kindly accept that your application did not succeed. AIMS-NEI reserves the right not to make an appointment at its sole discretion.