



VACANCY AT WESSA

Head of Finance (Fixed-Term Maternity Cover)

The Wildlife and Environment Society of South Africa (WESSA) is one of South Africa's leading Environmental NPO's. WESSA aims to Educate. Advocate. Act through its staff and voluntary members and supporters throughout the country.

Brief Overview of the Position

WESSA seeks an experienced and dynamic Head of Finance to provide maternity cover to start no later than 08 September 2025 for a period of four months, covering a critical financial period. Reporting to the CEO, the successful candidate will be responsible for all financial reporting within the organisation and to the board, ensure continuity of the budgeting process, manage cash flow and forecasting, and ensure operational excellence. This role is pivotal in securing the ongoing sustainability of WESSA's financial position, key to addressing risks, and fundamental in supporting fundraising efforts.

KEY PERFORMANCE AREAS INCLUDE:

- **Budgeting:** Finalise the next financial year budget process, enabling Board approval by March 2026, ensuring alignment with business unit objectives and cost-saving strategies to support the ongoing financial sustainability.
- **Cash Flow & Forecasting:** Oversee rolling cash flow forecast, maintain high accuracy in daily, weekly and monthly cash monitoring, implement cost-saving measures, identify cash flow risks with solutions, and drive quick financial wins.
- **Risk & Scenario Planning:** Strengthen WESSA's financial stability by monitoring and updating contingency plans to address cash flow and other financial risks.
- **Financial Reporting:** Provide accurate and timely weekly and monthly reports for CEO, Board, ARAC, and ExCo, including variance analyses and forecasts through engagement with executive team with actionable recommendations.
- **Stakeholder Engagement towards Fundraising & Revenue Diversification:** Collaborate with fundraising teams to provide financial inputs for donor proposals and ensure compliant, timely donor reporting to support financial sustainability.
- **Investment, Reserves & Working Capital Management:** Enhance financial stability and liquidity by overseeing reserve growth, monitoring investment returns, and managing working capital across business units, tracking key financial metrics.
- **People Management:** Lead the Finance team to meet all deadlines, fostering accountability and performance.
- **Technology & Systems:** Oversee secure finance systems, monitor outsourced IT relationships.

MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED FOR THIS POSITION:

Qualifications:

Minimum qualification is either a bachelor's degree in finance, accounting, or related field [or if a diploma is held the candidate should have more than 10 years' experience, with at least two being in a senior finance role].

Experience:

- 7+ years with at least 2 being in a strategic Head of Finance role, ideally in a nonprofit or similar environment.
- Proven expertise in budgeting, forecasting, and financial turnaround strategies.
- Experience with donor reporting and compliance with financial regulations.
- Strong team leadership and stakeholder engagement skills.
- Track record and experience will be most important.

Skills:

- Analytical and strategic thinking to drive financial recovery.
- Sound understanding of cashflow management.
- Have worked with investments before.
- Proficiency in financial systems (e.g., Accpac or similar).
- Excellent communication for CEO and Board, sometimes funder interactions.
- Ability to work under pressure in a critical financial period.

LOCATION: (Where will the individual be based):

The individual will be based at either WESSA's **Howick office** or **Bryanston office**, South Africa.

REPORTING MANAGER:

Chief Executive Officer (CEO)