

Internal Vacancy
Enterprise Development Manager: Pretoria

Reporting to

Regional Manager: Pretoria

Job Purpose

The Enterprise Development Manager will report to the Regional Manager and ensure the realisation of the organisation's strategic business training and mentoring objectives and optimise quality service delivery through utilisation of available resources. Overall management of the training and mentoring programme and the achievement of the organisation's strategic objectives in this regard.

Key Results Areas

- Prepare and present training programmes as and when required.
- Identify appropriate outsourced training service providers and manage intervention and key outputs.
- Assist businesses with preparation of all required material and ensure all required material is produced in required format with required timelines
- Review all material produced by businesses and advise appropriate action based upon the quality thereof
- Ensure all businesses submit monthly documentation and input required
- Meet monthly with each business to assess progress towards objectives
- Provide day to day advice to incubator clients on matters relating but not limited to:
 - Financial literacy – analysis of financial statements
 - Managing finances- budgets, credit management
 - Cash Flow forecasts, Costing and Risk Analysis
 - General management- planning, organizing, leading, supervising, controlling, measuring inputs and outputs
 - Procurement- quotations, invoicing, materials control
 - Advertising and marketing
 - Admin management – record keeping, attendance/leave/wage registers
 - Human resource management
 - Build up and co-ordinate a database of individual mentors with appropriate skills and resources for the programme.
 - Source, recruit, establish and co-ordinate a pool of skill and sector specific expertise
 - Manage and report on volunteer mentor interactions with businesses

**Education, Skills,
Knowledge and
Experience**

- Diploma /Certificate /National Diploma in Accounting or equivalent
- Minimum 2 year working experience as a Bookkeeper
- General accounting system knowledge - various accounting systems
- Working knowledge of relevant legislation
- Advanced knowledge of Excel and proven track record in use thereof
- Good verbal and written communication skills

Please note

Interested employees who meet the above requirements must forward their CV to Human Resources at: jobs@blackumbrellas.org

No late applications will be accepted

Closing date for applications: 6 May 2020