

# BLESSING Z RUFETU

MBA (Regent Business School) Chartered Secretary S.A

Business Leadership | Project Management Financial Management | Corporate Administration

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## EXECUTIVE SUMMARY

### Financial & Administration Professional, MBA

- Processing of accounting transactions to balance sheet and Year End Processes
- Drawing financial statements for audit purpose and monthly Management Accounts with Narratives
- Budget and Cashflow Management and Re-forecasting, Project costing
- Application of IFRS/IAS/GAAP/PFMA and other statutory requirements.
- Organisational restructuring, Compensation and Rewards Management, Payroll Administration
- Grants management and Donor reporting, Partner selection, support and monitoring.
- Developing of Financial Policies and procedures
- Developing procurement procedures and ensuring adherence. (Supply chain Management)
- Risk and Security management, Office Administration and logistics
- Company Secretarial duties. Application of the King Report- Corporate Governance.

## CAREER HISTORY

### Finance Manager Seriti Institute

10.2015 to present

Based in Johannesburg South Africa, the Seriti Institute strengthens community organisation for social health and local economic development. It uses large scale participatory methods, and in its systemic interventions forges partnerships involving communities, government departments, non-governmental organisations, civil society and business. Seriti employs 150 staff to manage 47000 beneficiaries and runs a budget of R262m per year.

Managing the full financial function of Seriti, Its main project being the Implementing Agent of the Community Work Programme pioneered by the Department of Cooperative Governance and Traditional Affairs in Gauteng, Limpopo, Mpumalanga, Northwest, KZN and the Free State with a minimum of 47000 participants per month. The running of Organisational Workshops funded by Sibanye Gold in Westonaria and the Monument for Reconciliation project funded by National Lotteries Board.

As a Finance Lead, I serve as the Procurement Committee Chairperson and I sign off the awarding of tenders to suppliers. and all Project support including provision for mentorship to staff. Facilitating Regular management meetings, contributing to the strategic direction as well as ensuring adherence to and development of Finance and HR Policies and Procedures. Support preparation of funding proposals and developing costing models.

Overseeing the processing of financial transactions including production of management accounts, Donor and project financial statements, and budget and cash flow forecasts. Serve as the focal point for Audit processes. Maintain debtor and creditors ledgers, fixed assets register and Cash management. Statutory returns and Payroll administration. Donor liaison and project implementation monitoring. Assisting on Company Secretary Duties.

### Company Secretary and Administration Duties

As a Chartered Secretary, I provide Seriti with guidance to the Companies Act including reminding Directors of their duties, filing of Annual Returns and updating the directors register, Board and AGM meetings.

I manage the statutory audit for Seriti ensuring that financial statements are endorsed by the Board and updating CIPRO and that issues of governance are adhered to as required by the King Report IV.

I oversee the contracting process and work closely with the legal experts on litigation processes and ensure safeguarding of Seriti assets.

I provide advice on the conduct of Board and Director meetings, providing advice on incorporation and liquidation of corporate entities

I compile meeting agendas, compiling and distributing Board packs and attending Board / Director meetings

I draft minutes and resolutions for Board, Audit and EXCO meetings, liaise with directors as to queries relating to Board meetings

I ensure that the entity complies with its Memorandum and Articles and filing with CIPC, liaising with directors as to queries related to Board meetings

I also provide guidance to ensure adherence to the King Report IV and the Chartered Secretaries handbook

I also provide ongoing training and development of finance staff and administrative staff as required.

I ensure smooth running of the office by managing service level contracts, security, IT functions and ensure business

I ensure office supplies and logistics are procured in the manner required by Seriti policies and procedures,

Guided by the ethics of ICOSA, I am driven by the need to address the gap between the government and the poor. It is my passion to ensure that the right service is delivered to the right recipient at the right time within the prescribed manner.

### ADVANCED SKILLS

Financial Strategy & Management

Grant Management

Communications

Budgeting

Financial reporting frameworks

Corporate Governance

Strategic Planning

Policies, Procedures, Operations

Logistics

People Management

People Development & Training

Administration

Procurement

Payroll

### COMPUTER SKILLS

SAGE 300ERP,

SAGE VIP Payroll

SUN Systems,

Vision Excel,

SAGE Evolution Accounting

SAGE Evolution Payroll,

MS Office,

Greatplains

### MEMBERSHIPS

CSSA-Associate-200933 -ACIS

CIMB-Fellow

PPG-PPG01273

Tax Practitioner –PR0095077

Commissioner of Oaths

**Regional Finance & Administrative Officer  
Wateraid Southern Africa Regional Office**

**09.2012 to 09.2015**

Based in Rietfontein, Pretoria. Wateraid supports governments in the Southern Africa region to bring water, sanitation and hygiene services to all. Operations spread across Madagascar, Malawi, Zambia and Mozambique, Swaziland and Lesotho. Partners include Lesotho Red Cross and the Nazarene Compassionate Ministry in Swaziland.

With the Headquarters in the UK, the key tasks started with setting up the Regional Office in South Africa, liaising with Webber Wentzel Attorneys on company registration process as well as registrations with SARS and other statutory bodies.

Functions included management of the full Financial and Administration role in the Regional Office with all fund raising based in the UK office. Managing of the Anglo American Grant for HIV AIDS on Water and Sanitation issues. Drawing the Finance, Security and Health and Safety Policy for the Regional office as well as compiling of the Country Welcome pack. Adherence to Finance systems, internal controls, cash management and producing monthly management Accounts. Financial record management, Audit and year end procedures, Asset management, Banking, Organizational risk management, partner and grant monitoring, Human resources and general day to day administration including support to the procurement requirements of country offices. Processing of Offshore accounts. Serving as focal point for the Regional Office. Giving support to Regional and International staff on Dealing with Southern Africa Regional office. Adherence to South African Statutory requirements. Assisting with the relocation of staff on settling and immigration issues. Supporting the Wateraid, s initiatives of Hand Washing day campaigns and Menstrual Hygiene Education in South Africa. Managing the Regional office payroll including managing the Medical Aid and Provident funds with Discovery and Momentum respectively as well as recruitment support services. Managing the Regional office operational contracts and supporting the partner selection process.

**Snr. Finance Officer & Personal Assistant to Executive Director  
Foundation for Human Rights (European Union)**

**07.2006 to 08.2012**

Foundation for Human Rights is a Grant Making organisation working towards promoting access to justice for all , addressing inequiality , human rights and education.

Key tasks included project support, managing compliance per respective donor requirements in collaboration with the European Union, Department of Justice, GCIS, Public Enterprise, Social Development, Mott, Irish Aid, Swedish Embassy among many. Support the development of funding proposals, Donor reports. Field implementation monitoring and grants management capacity building. All general finance processes including processing of cashbooks ( 8 cashbooks)and posting to general ledger. Processing of grants payments to grantees and service level agreement contracts. Managing the project budget, maintaining the debtors' age analysis and ensuring that commitments are provided for accordingly. Banking, cash flow management. Payroll administration and Human Resources support. Procurement of office goods and services, managing service provider contracts. Filing of PAYE, UIF, VAT returns. Performing the annual audit and the statutory audit as well as following up on issues raised in management letters.

**Interim PA to Executive Director – Diary management, travel, meetings, maintainainance of statutory records and registers.**

**REFERENCES**

- **Juanita Pardesi, Seriti Institute**  
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+27-(0)11 262 7700 (L)
- **Mark Fabian, Wateraid Southern Africa**  
markfabian@wateraid.org  
+27-(0)60 564 5704 (m)
- **Misty McWilliam, Foundation for Human Rights**  
[misty@apc.org](mailto:misty@apc.org)  
+1-(0)949 206 1432 (m)
- **Further references are available on request**

**CAREER HISTORY: SUMMARY OF EARLY CAREER**

- **Assistant to Finance Manager** | St Joseph's Care & Support Trust 01.2006 – 06.2006.  
Duties: Support to all general Finance & operations
- **Administrative & Finance Clerk** | Trans African Concession (TRAC), 04.2004 – 12.2005  
Duties: All general Finance and Administration.
- **Finance & Administrative Officer** | Parklands College 10.2002 – 03.2004. Duties: Support to all general Finance & operations
- **Receptionist & Claims Assessor** | EMF Medical Aid Division 09.1994 – 12.1994  
Duties: All general Finance and Administration

**EDUCATION & COURSES**

**MBA (Master of Business Administration)** | Regent business School. Dissertation:

“An Evaluation of Employment Equity Act in a South African Entity.”

**Chartered Secretary, Professional degree** | Institute of Chartered Secretaries and Administrators

**CIMA Advanced diploma in Management Accounting** | Chartered Institute of Management Accountants

**Higher Diploma in Business Studies** | Institute of Business Studies

**Diploma in Bookkeeping** | Damelin Management School, **Receptionist** | Speciss College, **GCE** | Ordinary Level

**OTHER TRAINING**

Catholic Relief Services- Certificate - RTA Compliance

WaterAid-Certificate-Vision Excel

Birches Training– Certificate-Compensation and Reward Management

International Security Location -Certificate-Security Management