

SERVE/Young Africa – Building Capacity to Advance Young Africa 2017-2019 Programme

Main Quantitative Results Presented as Graphs from Administration & Finance Training

Introduction

This document presents the main quantitative results of the Administration & Finance Training for senior Young Africa staff from YA Zimbabwe, Mozambique, Botswana and Namibia. The training took place in Zimbabwe in October 2017 – 11 YA staff members participated. The information is taken from the External Evaluation of the Programme (attached to final report) and is presented in graphical format.

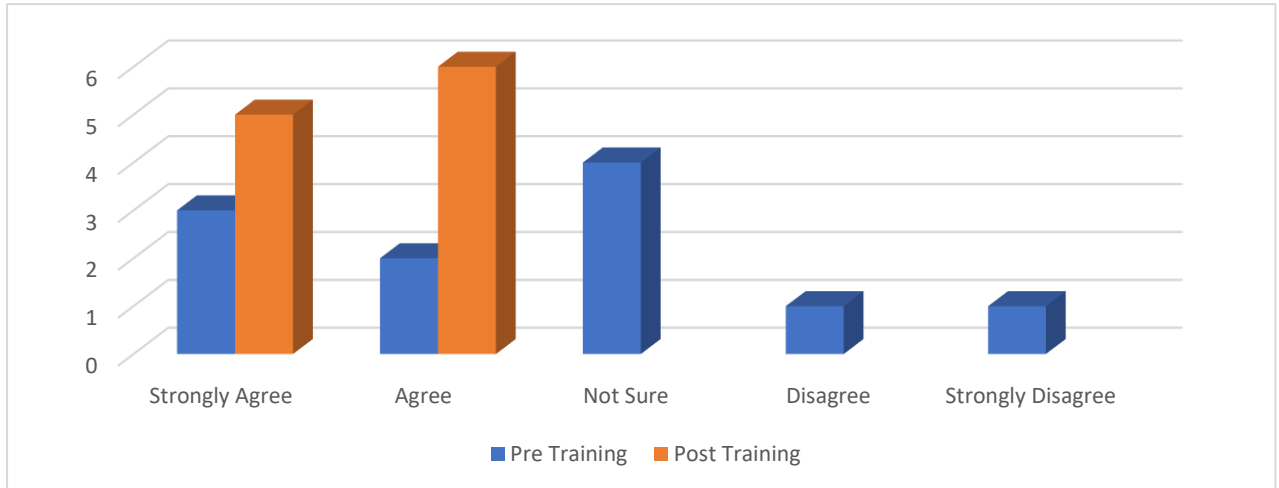
The full training content is available in the “Organisational Capacity Building Toolkit” (attached to the final report). Briefly, the training covered the following areas: (A) Budgeting; (B) Procurement; (C) Payments; (D) Petty Cash and Cash Management; (E) Revenue, Banking & Receivables; (F) Bookkeeping and Accounting Systems; (G) Reporting Requirements and Donors; (H) Asset Management; and (I) Filing, Project Closure & Audit.

The Young Africa Financial Management Policy was updated as a direct result of this training, and this represents a significant result.

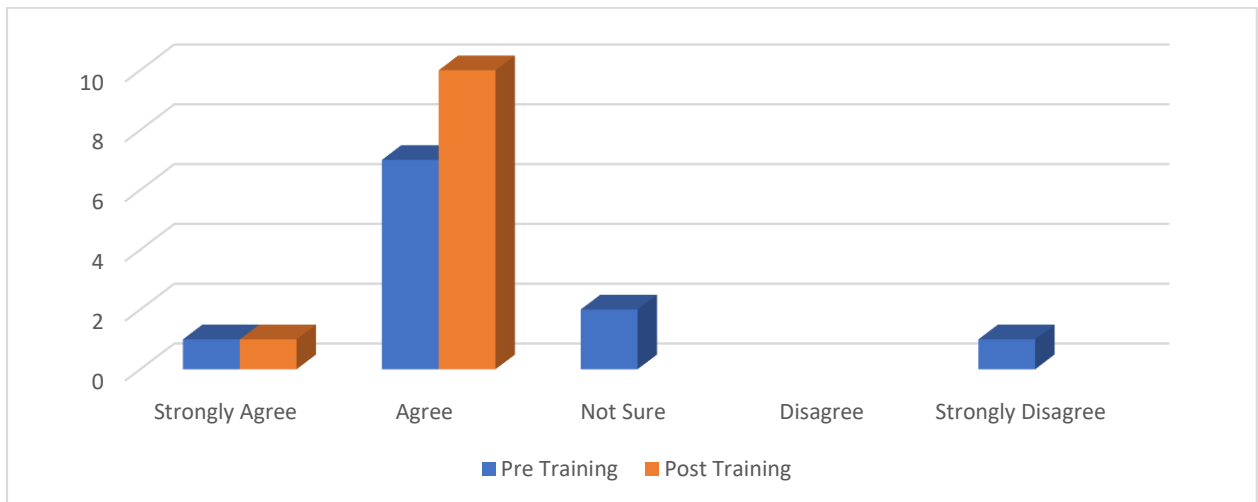
Across all training areas, there is a clear trend within the specific questions, and when combining all responses, towards “Strongly Agree” and “Agree” which are indicators of the training having a positive impact for participants.

Results Finance & Administration Training

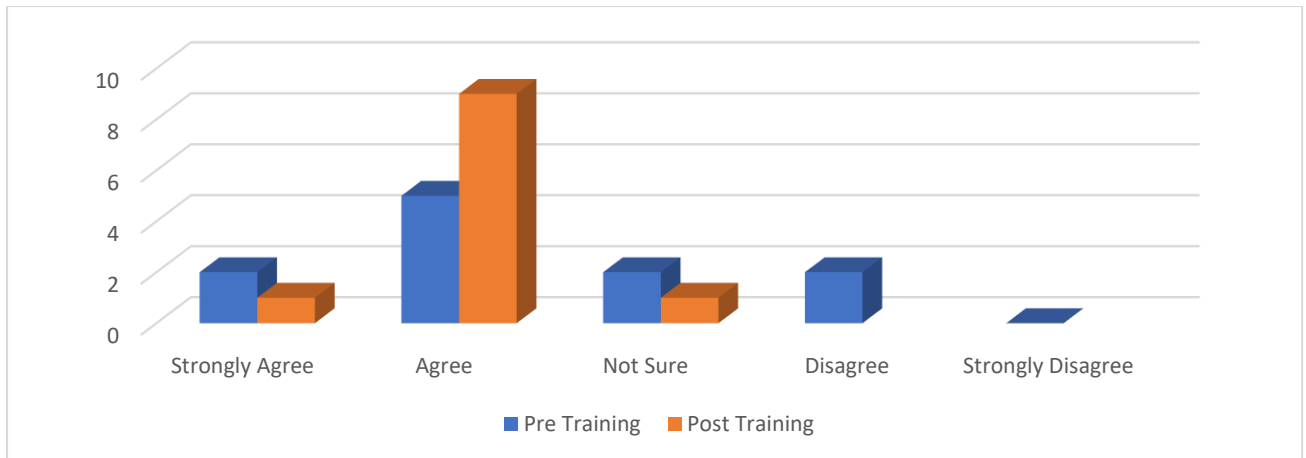
1. I have a good understanding of the procedures and processes outlined in YA's Finance Manual



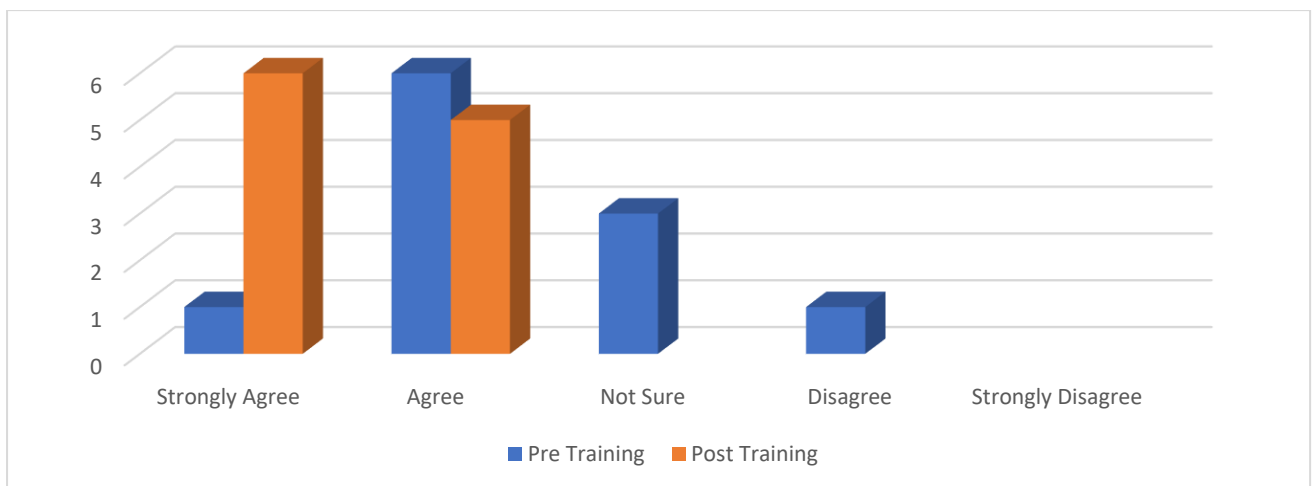
2. I am confident in applying the procedures and processes outlined in YA's Finance Manual



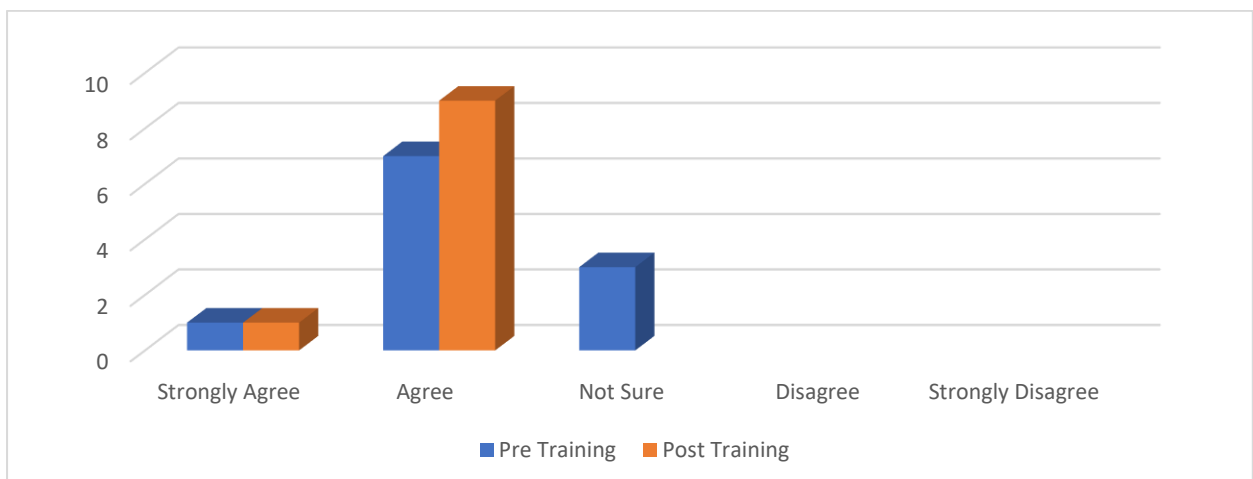
3. I am confident in exercising internal controls with regard to financial management activities



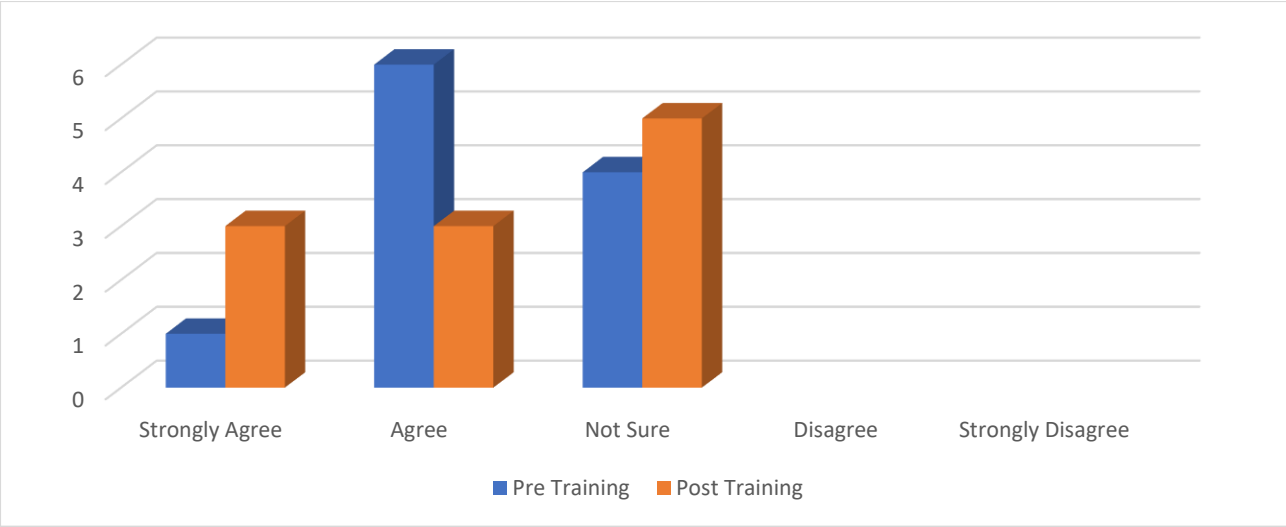
4. I have a good understanding of donor requirements with regard to financial management activities



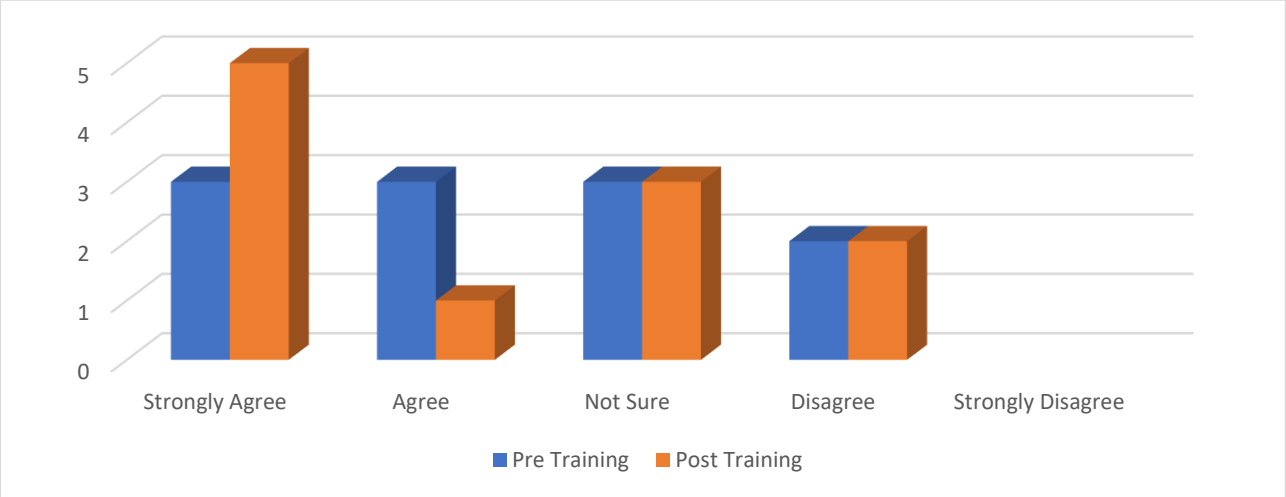
5. I am confident with the processes required for resource management



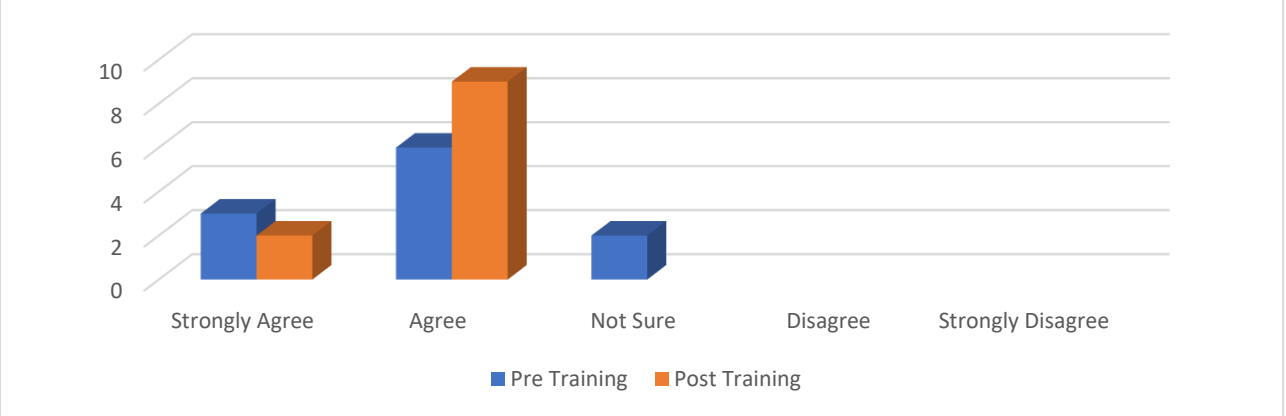
6. I am confident in the creation and maintenance of databases



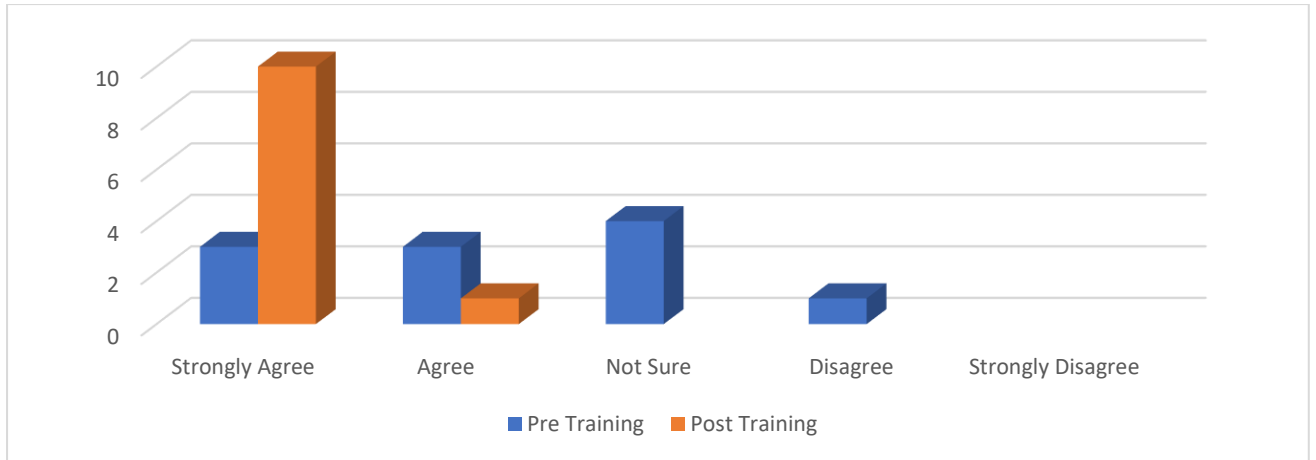
7. I am confident in the usage of accounting software



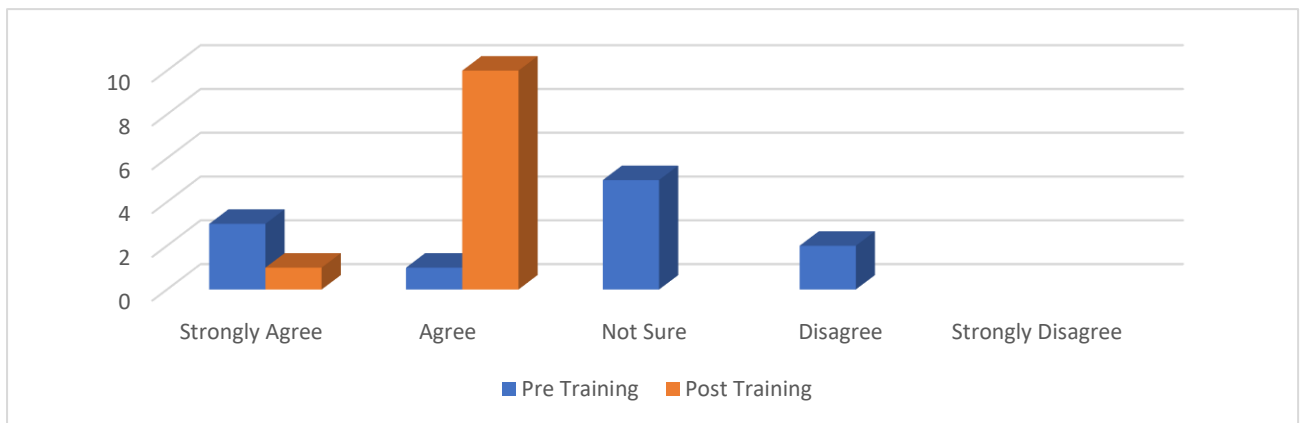
8. I am confident in implementing process management activities



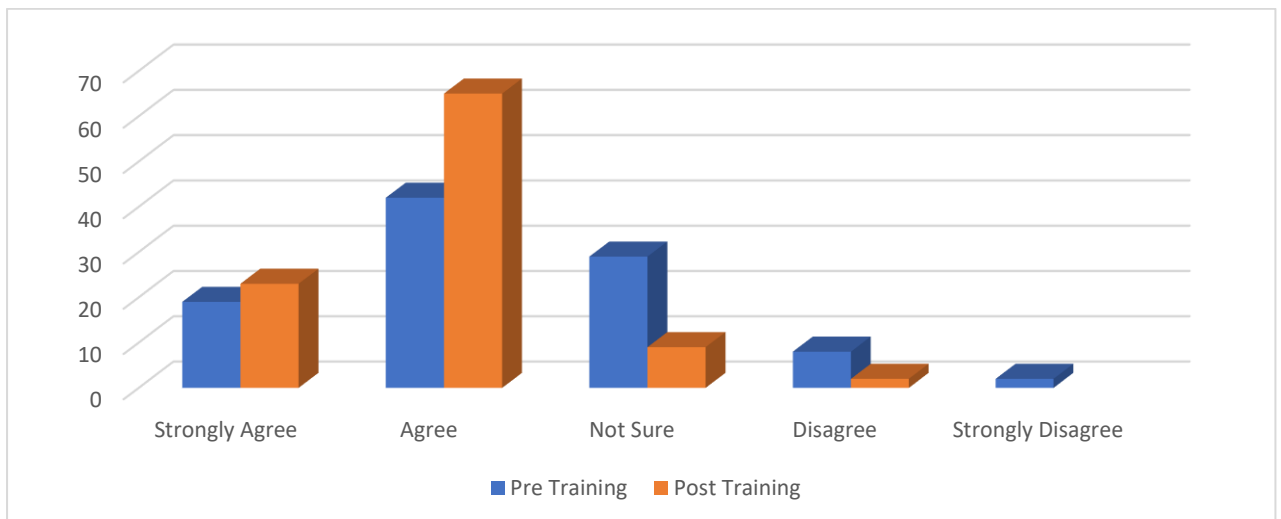
9. I have a good understanding of human resource management with regard to policies etc



10. I am confident in exercising internal controls with regard to human resource management activities



11. SUMMARY OF ANSWERS RECEIVED - %



Closing Comments

The facilitator noted that “participant feedback was very positive and it was evident that they welcomed the training and found it beneficial in terms of enhancing knowledge and clarity ... this feedback also noted an appetite for further training (p. 39). The YA Finance Manual was updated during the programme timeframe and is much better embedded across all YA affiliate as a result of this training.