



## Job brief

We are looking for a Finance Officer to take charge of the financial health of our company by administering accounting operations to meet legal requirements for a 24-month renewable contract.

Working in a small team, the successful candidate will manage all financial activities including procurement and payment systems, general accounting, preparation of accurate financial management reporting packs, auditing, budgeting, budgetary controls, financial analysis and forecast, cash flow management, and financial reporting on grants; ensure adherence to all relevant statutory and legal requirements; ensure smooth financial administration of the organisation, amongst other tasks. You should also have excellent organizational skills and be able to handle time-sensitive tasks.

Ultimately, you'll be responsible for the day-to-day management of our financial transactions and procedures.

You will report to the Head of Finance and Operations

At least 5 years of experience in a similar post is required.

Interested candidates should email a letter of motivation and curriculum vitae with the names and contact details of three referees to [glynis@teampata.org](mailto:glynis@teampata.org) clearly indicating in the email subject line that you are applying for the post of finance officer.

The closing date for applications is Friday, 23rd of March, 2018.

The position is based in Cape Town and will not pay relocation costs. This post is contract based. The ability to communicate in English is a requirement. The ability to communicate in French and/or Portuguese as well will give candidates an advantage

## Responsibilities

- Complete and accurate processing of all financial transactions
- Prepare monthly management and project reports
- Statutory returns (VAT, UIF, government levies etc)
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Bank and creditor reconciliations
- Petty cash control
- Participate and support project as well as organisational financial audits
- Track bank deposits and payments
- Assist with budget preparation
- Review and assist with the implementation financial policies

## Requirements

- 5 years plus proven work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures
- Experience using Pastel. QuickBooks knowledge would be desirable
- Advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data
- Degree in Finance, Accounting or similar or a bookkeeping qualification with more than 5 years proven experience

## Remuneration for the successful candidate:

- Up to R404 496 CTC per annum (excluding 13th cheque at the discretion of the organisation) + benefits - depending on experience and skills.
- Generous annual leave (Up to 21 days)
- Benefits include a provident fund contribution

