JOB DESCRIPTION: ACCOUNTANT

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| **POSITION** | Accountant |
| **REPORTS TO** | Finance & Administration Manager |
| **LOCATION** | Cape Town Pinelands, Office-Based |
| **PURPOSE** | To offer accounting services to the organization and ensuring that all financial resources that come into the organization are recorded, tracked, and accounted for and used in fulfilment of the core mission of the organization of building and renovating houses that ensure families live in decent houses and decent  communities. |
| **DUTIES** | * **Manage the accounting functions:** Assist the Finance Manager in the development, documentation, implementation, and monitoring of National Office’s financial transactions to ensure that transactions are recorded on an accurate and timely basis and financial reports are provided to stakeholders. This includes balance sheet and Profit and loss account reconciliations. * **Implement Internal Controls:** Ensure the implementation of all internal control processes in all disbursements and transaction while promoting internal controls in all activities * **Produce financial and statistical information:** Oversee the production and storage of financial data and reports for the organization. * **Planning, Budget and Forecasts:** Participate in the development of the annual plans and budget and ensure that the National Office office is spending according to budget through preparation of monthly budget variance reports and expenditure analysis, as well periodic forecasts. This is also includes loading of budget and forecasts into the financial management system. * **Payroll Administration:** Assist the Finance Manager in preparation of the payroll and ensuring that all statutory deductions are remitted to government in a timely and consistent manner * Prepare and submit company statutory returns, payroll, EMP201, VAT recons and returns and other tax returns. * **Loan Tracking System and reconciliations:** Supervise and ensure the integrity of the data entered into the Loan Tracking System and reported in the financial ledger. * Supervise bookkeeping function to ensuring all bank and petty cash accounts are accurately and timely maintained, local and international fund transfers are reconciled, supporting documentation is prepared and secured and that accounting documents are filed correctly. * Oversee the disbursement process, ensuring required authorization and documentation. * Posting of all journals into the financial management system. * Conduct the month-end and quarterly end close process, including consolidation of project accounts, reconciliations, revaluation and preparation of financial statements. * Prepare monthly management accounts and annual financial statements, including assisting in the preparations for the year-end audit including providing all necessary documents * **Procurement:** To draft and advise on contractual terms and conditions as appropriate, ensuring approval of such is obtained as per policy. To advise on the appraisal and evaluation of bids on the basis of financial and non-financial criteria coordinating and documenting the process to maintain robust and transparent records in accordance with the HFHI Procurement Procedure. To have an up-to-date knowledge of related procurement legislation * **HR**: Perform ad hoc HR duties that may be assigned by the supervisor. * Other duties that may be assigned by the supervisor. |
| **QUALIFICATIONS** | * University Degree in Commerce, Finance, Business Administration or similar * Professional accounting qualification like Chartered Accountant or ACCA or CIMA |
| **EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES REQUIRED** | * 7-10 years of working experience in a busy accounting environment preferable in a not-for-profit sector. * NGO experience and knowledge of regulations guiding donor funded projects. * Working knowledge of accounting theory and financial analysis required. * Experience in financial reporting. * Income Tax, Provisional Tax, PAYE, VAT, SARS, E-filing knowledge * Good computer skills and In-depth understanding and proficiency of Microsoft Office applications - Word Excel, PowerPoint, Outlook are required. |

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|  | * Proficiency in use of computer-based accounting systems is required. Experience in Navision, SunSystems, Sage Evolution or SAP Business One is preferred. * Good communication skills, both written and verbal English and National Language are required * Ability to train and support field finance and program staff in accounting matters. |
| **OTHER INFOMATION** | * Willing to uphold Christian principles of HFH South Africa. * Confidentiality * Honesty * High level of integrity combined with ability to make bold and timely decisions. * Level of travel: 40%, Locally and Nationally |

Interested candidates must send a motivation letter highlighting your suitability to the role and an updated CV in Word format to [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

Contact will only be made with shortlisted candidates.