

Vacancy

Finance Officer: Adolescent Girls and Young Women's Programme

Mawela Community Development is a Sub-sub-recipient of MIET AFRICA - a Sub-recipient (SR) of Aids Foundation of Southern Africa (AFSA), the primary recipient (PR) of the Adolescent Girls and Young Women's (AGYW) Programme In and Out of School of the Global Fund grant for the period 1 April 2019 to 31 March 2022.

MIET AFRICA and Mawela Community Development seek to employ a suitably qualified and experienced Finance Officer. This is a contract position, and the successful applicant will be based at Mawela Community Development's district office in Vryheid, Abaqulusi sub-district, Zululand, KwaZulu-Natal. Local applicants will be preferred.

Key Performance Tasks

- Responsible for entering financial information and maintaining all financial records for the AGYW project and for the organisation
- Check the accuracy of invoices before payments
- Contribute to the preparation of reports and to meet specified reporting requirements and timelines
- Record all transactions in a timely manner
- Assist during internal and external audits
- Ensure that accounting records and appropriate financial information are accurate and up to date
- Assist in the preparation of all financial and non-financial information required for the project manager and the Board
- Monitoring the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year
- Management of the Fixed Asset Register
- Managing all procurement processes within the organisation
- Orientate and train new staff in general finance as required
- Maintain an accurate and up to date financial filing system of all finance documents
- Develop and maintain supplier database accordingly
- Facilitate payments to suppliers and service providers
- Work closely with MIET AFRICA Finance Officer on all finance-related activities for the SSR
- Perform other duties as assigned

Requirements

- Bookkeeping Diploma or similar qualification
- Minimum of five years' experience in Pastel Accounting to balance sheet, including BIC (Business Intelligence Centre)
- Excellent computer skills and proficiency in Microsoft Office: including Excel and Word
- Knowledge of SARS statutory returns and compliance
- Knowledge of audit preparations
- Good numeric skills, with a high degree of accuracy and attention to detail
- Excellent oral and written communication skills
- Team player, with ability to supervise staff effectively
- Ability to work under pressure and adhere to deadlines
- Forward thinking, resourceful, with the ability to problem solve
- Experience of working in the NGO environment is an added advantage
- Code EB (08) driver's licence

Interested applicants should email the following documents:

- 1) A letter of application, clearly stating "AGYW Finance Officer, Zululand"
- 2) Curriculum Vitae
- 3) Copy of ID or passport
- 4) Copy of qualifications
- 5) Copy of work permit (In the case of non-South Africans)

To: HR Department, MIET Africa

Email: applications@miet.co.za

The remuneration package will be negotiated with the successful applicant. Incomplete applications will not be considered.

MIET AFRICA and Mawela Community Development reserve the right not to fill the post, or to re-advertise to widen the pool of applicants. It also reserves the right to do a complete verification of all information supplied.

Closing date for applications is Sunday, 15 November 2020.

Only shortlisted candidates will be contacted.