



FIXED TERM CONTRACT VACANCY

Financial Accountant

August 2022- March 2025

R600 000.00 P.A

The AIDS Foundation of South Africa (AFSA) is a Durban based NGO that acts as an interface between Donors and Community Based Organisations (CBO's) working in the HIV/AIDS sector by placing donor funds with strategically selected CBOs, in South Africa, and providing them with ongoing, technical support & capacity building. AFSA has been selected to be appointed by the Global Fund as one of the Principal Recipients (PRs) that will manage programmes to be funded by the grant.

AFSA wishes to appoint a suitably qualified individual to serve as a Financial Accountant for the Global Fund grant. Applicants must have the ability to work in a demanding and high-pressured environment and be able to travel extensively and frequently.

Purpose of Job:

- The Financial accountant is required to support the Global Fund programme with financial accounting, compliance and audit requirements for the programme, AFSA, and sub grantees

Requirements:

- Bachelor's degree/ Accounting/ Finance/ Articles
- Minimum 4 years financial postgraduate experience, preferably within NGO/ development sector.
- Strong Financial & audit background with technical expertise
- Pastel partner/ Evolution or similar ERP system
- Demonstrate strong planning and organizational skills

- Attention to detail and good problem-solving skills
- Analytical with ability to work well under pressure
- Advanced excel knowledge
- Driver's license with a minimum of two years driving

Responsibilities:

- Monthly review of cashbooks
- Review of bank, creditor & cash advance reconciliations
- Review of monthly recoveries
- Review of vehicle recoveries
- Preparation of journals
- Review of payments
- Reconciliation of interbranch loan accounts
- Reconciliation & preparation of VAT
- Review of supplier age analysis
- Preparation of payroll report workings
- Preparation & review of donor related report workings
- Assist with audit preparation and during audit
- On site finance data verification, Inter Provincial travel.
- Approval of GL / pastel requisitions
- Preparation of monthly variance report (Budget vs Actual)
- Oversee Finance officers – management of monthly deadlines
- Amendments / Review of budgets – programmatic reallocations – forex translation

Interested persons need to submit a brief CV, along with cover letter and copies of certificates and ID with the reference “**Financial Accountant**” in the subject line via emails to recruitment@aids.org.za no later than 19/08/2022. Please note that applications received after this date or with missing information will not be considered. Alternatively you may apply directly on our website at <https://www.aids.org.za/vacancies/>

This position is dependent on the approval of the current donor-funding proposal. No appointment will be made until such time as the donor has approved the proposal.

Only shortlisted candidates will be contacted should you not hear from us two weeks after closing date, you may consider your application unsuccessful. AFSA reserves the right not to make an appointment and/or to extend the closing date in order to facilitate further searches.

AFSA is an equal opportunity employer. We particularly encourage applications from people living with HIV and AIDS (PLWHA), people living with disabilities, women and previously disadvantaged people.