

# Job Description



<b>Job Title:</b>	<b>Finance Assistant</b>		
<b>Cluster:</b>	Finance		
<b>Salary:</b>	\$20 500 to \$23 000 per annum	<b>Contract Type:</b>	Fixed term 12 months
<b>Location:</b>	Johannesburg		
<b>Reports to:</b>	Senior Assistant Accountant		
<b>Direct Reports:</b>	None		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The Finance Assistant will be an integral part of the CIVICUS Finance Team who will work with other team members to carry out the day-to-day processing of all accounting data, income and expenditure, enabling the Finance Team to provide a first class finance service to all its stakeholders..</p> <p>The post holder will be experienced at working within a finance setting and the using finance and business systems, with the ability to handle and process financial data.</p> <p>As a member of the finance team, the Finance Assistant will be responsible for processing payments in an accurate, efficient, and timely manner and manage other day-to-day operations of the department in accordance with CIVICUS' policies and procedures.</p> <p>This position will also require interaction with colleagues in other teams therefore the incumbent will have good interpersonal skills.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Financial Accounting</b>	<ul style="list-style-type: none"> <li>● Process payments to vendors, suppliers' consultants sub grantees, members and partners, ensuring all paperwork and supporting documentation is complete and complies with finance and procurement regulations</li> <li>● Flag and clarify any unusual or questionable invoice items</li> <li>● Check and verify invoice validity and if invoices have all the information stipulated on the invoice checklist e.g., Suppliers' name, customers name and address etc</li> <li>● Reconciling the supplier statements to the transactions processed on the accounting system, processing and applying payments and credit notes.</li> <li>● Reconcile all suppliers/consultants' invoices to ensure the amount charged is as per the rate and hours agreed on the contract and verify contracts validity.</li> </ul>		

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	<ul style="list-style-type: none"> <li>● Investigating and resolving supplier invoices under query</li> <li>● Ensure that expenses are properly coded and can be tracked to relevant nominal and donor codes</li> <li>● Maintain accounting records ensuring that they are complete, accurate, well archived and safeguarded</li> <li>● Provide clarification and respond to staff queries on finance policies and procedures</li> <li>● Assist with month/year end account closing</li> <li>● Prepare audit schedules and upload information on Auditors' portal</li> <li>● Assist with audit queries and with document retrieval the during audits</li> </ul>
<b>Financial Reporting</b>	<ul style="list-style-type: none"> <li>● Assist with the preparation of financial reports for internal and external stakeholder</li> <li>● Assist budget holders with review of their monthly financial report and income statements</li> <li>● Ensure that all feedback from budget holders has been taken note of, documented, and journalised as necessary</li> </ul>
<b>Asset Management</b>	<ul style="list-style-type: none"> <li>● Responsible for maintaining and updating the asset register including disposals and additions and reconciling balances with the financial accounts.</li> <li>● Ensure depreciation is calculated and included in the accounts for the various assets in accordance with the documented policy</li> </ul> <p>Prepare and input asset journals into the accounting system</p>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>● Support sub granting accounting processes, including review of partner financial reports and related journals</li> <li>● Attend and participate in finance team, staff and other meetings as necessary</li> <li>● Contribute towards the delivery of organisation strategic, operational and departmental plans</li> <li>● Provide clarifications and advice staff members with finance policies</li> <li>● Maintain relevant internal databases and files</li> <li>● Carry out other duties as may be required from time to time which are consistent with the duties and responsibilities of the post</li> <li>● Protects organization's value by keeping information confidential.</li> </ul>
<b>Education, Language &amp; Qualification</b>	<ul style="list-style-type: none"> <li>● Degree or Diploma in Finance or related field</li> <li>● Excellent written and spoke English</li> </ul>
<b>Essential Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>● Working knowledge of Sage Intacct.</li> <li>● Experience of working with International NGOs</li> <li>● Experience in working with different currencies.</li> <li>● Organizing and prioritizing</li> <li>● Understanding of administrative procedures and functions</li> <li>● Exceptionally high level of attention to detail and accuracy</li> <li>● Communication skills</li> <li>● Information management skills</li> <li>● Team player</li> </ul>

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	<ul style="list-style-type: none"><li>• Deadline driven</li><li>• Strong analytical skills</li><li>• Ability to maintain confidential information</li></ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"><li>• Ability to work effectively and respectfully in a multicultural environment</li><li>• Ability to work effectively at a distance from colleagues using communication technology</li></ul>