# Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Finance Assistant</th>
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<tbody>
<tr>
<td>Cluster:</td>
<td>Finance</td>
</tr>
<tr>
<td>Salary:</td>
<td>$20,500 to $23,000 per annum</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Fixed term 12 months</td>
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<tr>
<td>Location:</td>
<td>Johannesburg</td>
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<tr>
<td>Reports to:</td>
<td>Senior Assistant Accountant</td>
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<tr>
<td>Direct Reports</td>
<td>None</td>
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## Job Role

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.

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.

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.

This position will also require interaction with colleagues in other teams therefore the incumbent will have good interpersonal skills.

## Areas of Responsibilities

### Financial Accounting

- 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
- Flag and clarify any unusual or questionable invoice items
- 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
- Reconciling the supplier statements to the transactions processed on the accounting system, processing and applying payments and credit notes.
- 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.
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### Financial Reporting
- Investigating and resolving supplier invoices under query
- Ensure that expenses are properly coded and can be tracked to relevant nominal and donor codes
- Maintain accounting records ensuring that they are complete, accurate, well archived and safeguarded
- Provide clarification and respond to staff queries on finance policies and procedures
- Assist with month/year end account closing
- Prepare audit schedules and upload information on Auditors' portal
- Assist with audit queries and with document retrieval the during audits

### Asset Management
- Responsible for maintaining and updating the asset register including disposals and additions and reconciling balances with the financial accounts.
- Ensure depreciation is calculated and included in the accounts for the various assets in accordance with the documented policy
- Prepare and input asset journals into the accounting system

### Other Duties
- Support sub granting accounting processes, including review of partner financial reports and related journals
- Attend and participate in finance team, staff and other meetings as necessary
- Contribute towards the delivery of organisation strategic, operational and departmental plans
- Provide clarifications and advice staff members with finance policies
- Maintain relevant internal databases and files
- Carry out other duties as may be required from time to time which are consistent with the duties and responsibilities of the post
- Protects organization’s value by keeping information confidential.

### Education, Language & Qualification
- Degree or Diploma in Finance or related field
- Excellent written and spoke English

### Essential Knowledge, Skills and Experience
- Working knowledge of Sage Intacct.
- Experience of working with International NGOs
- Experience in working with different currencies.
- Organizing and prioritizing
- Understanding of administrative procedures and functions
- Exceptionally high level of attention to detail and accuracy
- Communication skills
- Information management skills
- Team player
## Job Description

- Deadline driven
- Strong analytical skills
- Ability to maintain confidential information

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<thead>
<tr>
<th>Desirable Knowledge, skills and Experience</th>
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<tbody>
<tr>
<td>- Ability to work effectively and respectfully in a multicultural environment</td>
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<tr>
<td>- Ability to work effectively at a distance from colleagues using communication technology</td>
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