

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity at its Head Office:

Assistant Financial Manager

Reporting to the Finance Manager, the position is a supervisory role with oversight on the Head Office Financial Administrators covering the subsidiaries.

Responsibilities include:

- Supervising cashbook and petty cash processing for TMT accounts and subsidiary accounts
- Monitoring the use of credit cards
- Supervising general ledger processing for head office and subsidiaries
- Reviewing general ledger reconciliations for head office and subsidiaries
- Collating general ledger reconciliation documents for regional offices
- Supervising the preparation and submission of statutory returns namely: PAYE; UIF; SDL; IRP5 and VAT
- Reviewing the reconciliation of the EMP501 return
- Income tax return compilation and submission
- Checking adequacy of supporting documents for supplier invoices, customer invoices, fixed assets and general journals
- Supervising fixed asset verifications and reconciliations at head office and in the regions
- Reviewing the capturing and removal of fixed assets from the assets register
- Supervising the updating of insurance cover for additions and removals of assets
- Monitoring the clearing of acquisition clearing accounts
- Monitoring the clearing of projects work in progress accounts
- Processing the budget and budget adjustments into the SAP Business One system
- Running debtors and creditors age analysing monthly and monitoring old and negative balances
- Monitoring the maintenance of vendor and customer information on the SAP Business One system
- Preparing monthly management accounts in Caseware Connector
- Preparing Annual Financial Statements in Caseware
- Ensuring all documents for the Head Office Finance department, regions accounted for by head office and subsidiaries are properly filed
- Reviewing the performance of Financial Administrators and Reporting Officers
- Assisting in process documenting and policy formulation
- Attending to internal and external auditors
- Attending to any other duties that may be assigned by management.

Requirements:

- BCom degree in Financial Management or Accounting
- Good understanding and knowledge of financial principles, processes and practices (GAAP and GRAP)
- Good understanding of reporting standards and requi (IFRS for SMEs)
- At least 5 years' experience in a similar position
- Completed articles will be an added advantage
- Attention to detail
- Ability to work in a team environment
- Diligent and hardworking
- Ability to work independently and manage work pressure well
- Professionalism
- Excellent delivery standards
- Excellent computer skills including MS Excel, Word
- Good working knowledge of accounting software packages ie Pastel, SAP B1 and Caseware.

Interested candidates are requested to e-mail their CVs to recruitment@themvulatrust.org.za

Closing date: 30 January 2019

Please do not send any certificates, diplomas or testimonials.

NB: Interested candidates must avail themselves at any date, venue and time as determined by the Mvula Trust.

The Mvula Trust is an equal opportunity employer. Correspondence will only be entered into with short-listed candidates. If you have not heard from us within 30 days of the closing date, please accept that your application has been unsuccessful. The Mvula Trust reserves the right not to make any appointments.