



**The Mpileonhle Organization has the following vacancies in King Cetshwayo District that has a fixed two-year contract attached to them:**

**Finance And Bookkeeping: x1**

**Duties:**

- Bookkeeping (validating all source documents and ensuring that all financial transactions are accurately and timeously captured onto the financial system).
- Generate ledger reports for reconciliation purposes.
- Contribute to the preparation of reports and to meet specified reporting requirements and timelines, by ensuring all supporting documents are duly signed
- Correct Filling of all Finance documents
- Develop and maintain supplier database accordingly
- Checking availability of funds before any purchase requisitions are initiated.
- Making sure all purchase requisitions & purchase orders are signed by relevant officials.
- Check the validity & accuracy of quotations & invoices before payments are made
- Keeping / maintaining a petty cash card register as a control measure to ensure the petty cash card use is authorized & related to program activities.
- Ensure all invoices / receipts for petty cash transactions are attached on return of the petty cash card and Ensure that there is prior approval for use of petty cash card.
- Keep & maintain a Vehicle Use Register as a control measure to ensure all petrol slips are produced for all fuel purchases.
- Management of the fixed Asset Register
- Perform asset count quarterly to ensure accuracy and update of fixed assets register
- Ensure that the insurance of assets is updated as and when there are changes with organisation's assets.
- Monitor proper & effective use of organisation assets
- Creating & maintaining monthly files for all finance documents
- Ensure all finance documents are scanned & electronically filed as backup
- Ensuring that finance documents are only accessible to designated officials by ensuring that the filing cabinet is locked at all times.
- Ensure all time sheets are filled in, signed and submitted by employees by the 3<sup>rd</sup> working day of each month, and that they are all filed.
- Assist during internal and external audits
- Assist in the preparation of all financial and non-financial information required for the project manager and the Board
- Orientate and train new staff in general finance & administration as per need
- Work closely with Chief Finance Officer on all finance related activities for the Funder
- Perform other duties as may be assigned

**REQUIREMENTS**

- Diploma/Degree in Accounting or similar qualification
- Knowledge of & experience in SAGE Accounting and QuickBooks
- Minimum of five years' experience in similar finance duties
- Excellent computer skills & proficiency in Microsoft Office: including Excel and Word
- Basic knowledge of SARS statutory returns and compliance
- Knowledge of audit preparations
- Good arithmetic 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 an advantage
- Code EB (08) driver's licence

**Closing date for all above posts is 14 April 2023 at 12H00pm.**

In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Should your application be successful, you will be required to submit your proof of vaccination before commencing employment in the role.

Applicants who have not been contacted within 2 weeks of submitting their application should assume that they have not been successful.

Unsolicited CVs from agencies will not be paid agency fees should their candidate be placed at Mpileonhle.

Applicants must submit their CVs and Motivational Letters to: [info@mpilonhle.org](mailto:info@mpilonhle.org). For more information visit our website: [www.mpileonhle.org](http://www.mpileonhle.org).