



Job Description

Title: **Internal Finance Officer**
Department: Finance / TBA
Supervisor: Financial Director
Location: Pretoria, South Africa

Position Summary: The Finance Officer is directly responsible to and supervised by the Financial Director and will have regular contact with the Finance Director, Pact South Africa. The Finance Officer is responsible for the daily capturing of financial data and daily monitoring of the bank accounts and cash levels. The Finance Officer will also render general administrative support to the Finance Department and will act as a back-up for the other Finance staff when necessary.

Key Performance Areas

- Recording financial data in Excel and in Navigator (Serenic)
- Monitoring the bank accounts and cash levels
- Forex transactioning
- Creditor Maintenance
- Petty Cash
- Per diem Calculations
- Backup for the Sr Financial Officer

Specific Duties

Recording financial data:

- Ensure daily recording and maintenance of all manual (Excel) cashbooks and cover pages prior to entering the information into Navigator;
- Ensure that all cheques and EFT requests in Navigator are uniquely numbered to facilitate future queries and audit trails;
- Ensure that the accounts codes are accurately captured in Navigator;
- Perform daily processing of all financial transactions in Navigator;
- Calculation the monthly Weighted Average Exchange Rate (WEAR);
- Petty Cash

Monitoring of the bank accounts and cash levels:

- Ensure that separate cashbooks are maintained for each bank account;
- Monitoring the daily cash levels of PactSA;
- Maintain a manual cash book in order to provide the Finance Director with a daily cash balance for both rand and dollars and perform manual bank reconciliations on all accounts on a weekly basis;
- Investigating unknown deposits / direct payments in the on Pact SA bank statement immediately;
- Print the bank reconciliations and submit to the Finance Director for approval and sign-off;
- Ensure that all bank statements and reconciliations are filed;
- Ensure that filing is done regularly and that a that proper supporting documentation exist for all transactions recorded in Navigator;

Forex Transactioning:

- Preparing forex front cover pages for forex transactions and ensuring proper signoff and follow up on releasing of dollars sols;

Creditors Maintenance on Standard Bank Electronic Banking (SBEB) System:

- Capture all approved creditor and staff payments onto SBEB for releasing by management;
- File all creditor EFT detail reports;

Petty Cash Maintenance:

- Issue petty cash to recipients as per the guidelines in the Finance manual;
- All monies issued must be accounted for by original supporting vouchers and account numbers are allocated;
- Maintain the petty cash ledger on a daily basis ensuring that all vouchers are correctly numbered and recorded in the ledger;
- Perform cash counts with each request for replenishment and ensuring that the Finance Director/Financial accountant reviews and approves the count;
- Prepare the monthly petty cash journal and submit to the Finance Director for approval and ensure close out on a monthly basis for inclusion in the monthly management report to PactHQ;

Per diem Calculations:

- Sign in all per diem calculations;
- Calculate per diems received daily and obtain the necessary authorisations;
- Scan and file on the network drive;
- Follow up on outstanding per diems longer than 5 days and bring it to the attention of the Financial Accountant / Financial Director

General:

- Ensure that all vouchers have complete, bona fide, and legitimate supporting documentation ensuring that all transactions are properly authorized;
- Liaise regularly with the Financial Accountant and Financial Director to ensure that any accounts queries are responded to and finalized no later than the end of the subsequent month;
- Follow up payments for invoices raised for sub-lessee's;
- Perform functions with a view to safeguarding and developing the best interests of PactSA
- Ensure that regular backups of data are completed;
- Ensure the accuracy and completeness of financial transactions;
- Perform other reasonable duties as assigned

Scope of the Job

- Regular contact with the Financial Accountant and the Financial Director.

Limits of authority

- Decision-making in relation to the financial department – to be made within the framework agreed with the Financial Director.

Education and Experience Requirements

- A 3 years accounting diploma;
- Preferably have 2 years experience in the USAID donor environment;
- At least have 5 years experience in an accounting position and have had exposure to the full accounting function;

- Have good working knowledge and experience of Pastel or AccPac – experience on MS Navigator will be a big plus;
- Good working knowledge of Excel and MS Office (Outlook, Word);
- The candidate must be able to work independently, but also function as part of a very dynamic team;
- Have a keen eye for detail and work accurately under pressure;
- Be deadline driven.