

JOB DESCRIPTION

TITLE: Finance and Accounting Officer
LOCATION: TRAFFIC Southern Africa (Pretoria, South Africa)
REPORTS TO: Regional Director
IUCN GROUP: P1

PRESENT INCUMBENT:

CHARACTERISTIC DUTIES:

Ensure consistent and efficient financial management and accounting of TRAFFIC resources in Southern Africa including: banking, income and expenditure management, cash-flow monitoring; operation of computerised accounting system; and preparation of consolidated and project-level reports. The incumbent will work closely with the Senior Finance Manager and finance team in Cambridge, financial manager of IUCN in South Africa and the project development and administration in TRAFFIC Southern Africa.

MAIN DUTIES:

- Day-to-day finance and accounting management and supervision including; invoicing, payments, banking and authorisations and processing accruals and prepayments. Data input to the computerised accounting system- SAGE 300 for TRAFFIC Southern Africa.
- Compiling monthly, quarterly and annual financial reports using SAGE 300 system and Excel for submission to TRAFFIC International and donors.
- Overseeing the year-end audit process.
- Reviewing and verifying of project funding contracts/agreements or sub-contracts, including those for consultants.
- Ensure timely transfer of funds to and from TRAFFIC Southern Africa to TRAFFIC International and donors.
- Prepare and regularly monitor and update the TRAFFIC Multi-year budget including the 'ABC list'.
- Facilitate the preparation of project budgets by ensuring it complies with TRAFFIC standards and donor contracts and agreements.
- Support project development and administration officer as well as project supervisors and managers, at TRAFFIC Southern Africa, in the management of project finances; preparation and monitoring of cash-flow and timely requests of funds;
- Ensure project audits are carried out in line with donor requirements, if and when necessary.
- Support the effective management of projects by ensuring their timely coding and inclusion into the financial management system.
- Ensure invoices are coded to the appropriate projects by project supervisors and managers for input and processing;
- Monitor the framework for monitoring contractual reporting requirements for projects implemented by TRAFFIC Southern Africa;
- Maintain asset register for TRAFFIC in Southern Africa.
- Support IUCN HR staff with TRAFFIC HR matters including assisting with recruitment arrangements, and providing relevant information for staff remuneration.
- Review and reconcile bank and control accounts.
- Review and reconcile host control accounts.

- Ensure travel authorisation and accounting by all staff is done on time and in respect of the travel policy of IUCN.
- Facilitate the organisation of meetings/conferences and workshop through the timely preparation of documentations for the disbursement of funds.
- Providing data and schedules for inclusion of TRAFFIC Southern Africa's accounts in UK FRS102 accounts and Swiss GAAP accounts.
- Undertake any other financial tasks as required by the line manager.

SUPERVISION:

Support staff: Project administration officer and Driver

REQUIREMENTS:

- Association of Accounting Technicians Intermediate or Technician level qualification or equivalent.
- At least a BSc in finance, accounting or other equivalent qualifications
- Relevant and proven work experience in a similar role, with responsibility for a wide range of financial accounting functions.
- Strong experience in operation of computerised accounting system - familiarity with ACCPAC, SAGE 300 and SUN an advantage.
- Proven ability to be proactive in prioritising own workload to meet deadlines.
- Familiarity with standard word processing, spreadsheet, presentation and database software, and with electronic communication technology.
- Ability to work well within a team and also to use own initiative in the role
- Strong communication skills with verbal and written fluency in English essential.

[June 2018]