

## **SONKE GENDER JUSTICE**

### **Cape town Office**

**POSITION: Temp Finance Assistant**

**SUPERVISOR: Finance Manager**

#### **Description**

With offices in Gauteng, Western Cape, Eastern Cape and Mpumalanga in South Africa, and Kampala, Uganda, Sonke works globally, and especially across Africa, to strengthen government, civil society and citizen capacity to promote gender equality, prevent domestic and sexual violence and reduce the spread and impact of HIV and AIDS. In this way the organisation contributes to the development of societies in which men, women, youth and children can enjoy equitable, healthy and happy relationships that contribute to the development of just and democratic societies (see [www.http://www.genderjustice.org.za/](http://www.genderjustice.org.za/)).

#### **Finance Assistant**

The Finance Assistant will be responsible for preparing accounting records and financial reporting.

#### **Scope of Work**

- Capture transactions on Pastel Evolution.
- Manage and reconcile bank accounts, credit cards and petty cash.
- Prepare monthly balance sheet reconciliations.
- Process accruals and pre-paid transactions.
- Process journals.
- Prepare full analysis of all balance sheet accounts
- Assist in the preparation for the annual audit and additional donor specific audits.
- Collation of relevant documents.
- Prepare year end schedules and compile of other documentation required by the auditors.

#### **Qualifications and Experience**

- Degree or Diploma in Accounting or financial management or extensive experience.
- At least 4-5 years experience in accounting.
- Minimum of 4 years experience in working in the finance unit in a similar position of a medium-sized South African NGO.

#### **Competencies**

- Working experience with Pastel Evolution.
- Strong understanding of accounting principles.
- Experience with audit requirements.
- Proficient in MS Excel.
- Knowledge of SARS policies and processes.
- Conversant with International Financial Reporting Standards.
- Able to handle pressure and change.
- Deadline driven.
- Excellent attention to detail.