



VACANCY: FINANCE OFFICER

A vacancy currently exists for a **Finance Officer** who will manage the financial activities of FUNDISA.

Qualification and Experience:

Degree or higher diploma in Bookkeeping, Accounting or related field. Minimum 2 years' experience as Finance Officer.

Experience working with donor funds and budgets, preferably in the NGO/ NPO sector will be an added advantage.

Skills Required

- Must be proficient with Sage Pastel
- High level of competence in Excel and other software packages
- A good understanding of project finance management and the budgeting process
- Good communication skills, written and verbal
- Good understanding of the grant – making process
- Prompt and efficient reaction to project adjustments and alterations
- Knowledge of statutory prescripts in terms of financial management and reporting

Duties and responsibilities

- Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
- Responsible for entering financial information and maintaining all financial records for projects and for the organization
- Assist in preparing and maintaining donor agreements and staff contracts
- Manage financial control, prepare and analyze budgets, develop financial reports, and make recommendations to the organization on budget expenditures
- Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year

- Ensure that all financial reporting is completed on time and submitted to donors
- Oversee the financial audits of all projects of the organization
- Provide financial inputs for proposal development, project management, Human Resource Management policies, logistics, travel and other areas of administration
- Maintenance of fixed asset register
- Support programme staff in budget development and management according to funder deadlines
- Manage procurement processes within the organisation

Ideally, the successful candidate will be able to relate well to the academic environment and have a good understanding of the nature of higher education institutions and how to work with donors.

Location: Pretoria

Expected date for assumption of duty: **01 October 2020**

FUNDISA reserves the right not to fill the vacancy