

# Job Profile

## 1. JOB DETAILS

<b>Job Title</b>	Financial Accountant	<b>Grade</b>	TBC
<b>Discipline</b>	Finance and Operations		
<b>Line Manager</b>	Chief Finance Officer		
<b>Date last reviewed</b>	October 2017	<b>Author</b>	Chief Finance Officer

## 2. OUTPUT PROFILE

### 2.1 Purpose

Record and maintain accurate financial records. Compile the FMT Income Statement, Balance Sheet and Cashflow statement with notes. Provide support to the Chief Finance Officer on all financial management issues and any other work delegated by the CFO, CEO and FMT management.

### 2.2 Reports

Direct Reports	None
Indirect Reports	1-5 staff

### 2.3 Job Outputs

Key Performance Area	Performance Outputs
1. Financial Management	<ul style="list-style-type: none"> <li>- Review cashbook, accounts payables and receivables</li> <li>- Ensure correct project costs allocations according to funds received from funders.</li> <li>- Ensure that expenses are correctly allocated to different project codes.</li> <li>- Prepare Bank Reconciliations for Local and Foreign currency accounts</li> <li>- Reconcile Foreign currency transaction and track exchange rate effects ( gains/ Losses)</li> <li>- Prepare Cash flow forecasts , Accounts receivables and Accounts payables management;</li> <li>- Maintain, update the asset register and reconcile to the General Ledger</li> <li>- Prepare Retained Earnings Reconciliation</li> <li>- Prepare and submit requests for Foreign exchange as required.</li> <li>- Assist with preparation of Monthly, quarterly and annual Management financial reports and narrative reports when required.</li> <li>- Preparation of drawdown requests to principal funders and invoicing for each project.</li> <li>- Assist in preparing budgets when required and monitor project budgetary commitments.</li> <li>- Preparation of a funder reconciliation and reports</li> <li>- Monthly, Workstream specific, project and quarterly financial reporting;</li> <li>- Produce ad hoc reports of a general financial nature.</li> <li>- Ensure that all vouchers are filed</li> <li>- Liaise with and assist auditors when required.</li> <li>- Prepare for external Audits and provide information required by auditors during annual audits</li> <li>- Ensure that all statutory tax returns are submitted (monthly PAYE, UIF, SDL and VAT. Provisional and Annual Income Tax</li> </ul>
Operations Management,	<ul style="list-style-type: none"> <li>- Prepare monthly payroll and related 3<sup>rd</sup> party deductions: PAYE UIF SDL , medical aid, pension funds, staff advances</li> <li>- Prepare periodic vat, paye and Income tax returns</li> <li>- Assist in the preparation of the annual budgets and assist in the Business Plan development</li> </ul>

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2.3 Job Outputs	
Key Performance Area	Performance Outputs

### 3. REQUIREMENTS PROFILE

3.1 Qualifications			
Type	Area	NQF Level	Importance
Bachelors Degree (4 years - 480 credits)	Operational	7	Essential

3.2 Experience			
Process/Place/Area	Involvement	Period	Importance
5 years working Experience in a Trust or NGO sector, and/or has Audit Articles	Operational	3 Years	Essential

3.3 Competencies		
Type	Description	Proficiency Level
<b>Drivers Licenses</b>	Code B;Motor vehicle licence	
<b>Computer Literacy</b>	Microsoft Word, Excel, Access, PowerPoint, Outlook, Pastel Evolution	Advanced
<b>Behavioural Competencies</b>	Planning and Organising skills	
	Outgoing	
	Reliable	
	Trustworthy	
	Team Player	
	Attention to Detail	
<b>Functional / Technical Competencies</b>	Friendly	
	Donor funded organisation knowledge	
	Understanding of Geographical representation of organisation	
	Verbal and written communication	
	Telephone etiquette	

#### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.