

Terms of Reference for bookkeeping services/administrative services for the ACB

3 times a week to come into the office and work at the office.

Tasks to be performed

Manage and maintain the financial affairs and records of the organisation, including to:

- a) update and maintain the ACB's financial systems and filing.
- b) review and monitor financial systems and suggest possible improvements to the efficiency and effectiveness of the organisation.
- c) maintain the ACB's financial records according to the requirements of the law, the Board of Directors and ACB's funders.
- d) code payments according to line items in various Project budgets, in consultation with the Executive Director and Financial Administrator
- e) capture payments made and update the cash book and general ledger on Quickbooks
- f) prepare monthly management accounts and updates of expenditure and available budget per budget line per funder to facilitate day to day financial management.
- g) prepare quarterly financial updates to the ACB Board of Directors.
- h) reconcile bank statements
- i) liaise with the Auditors regarding the financial records and audit.
- j) follow-up and notify the Director of funder deadlines for reports
- k) prepare financial reports as per the format and requirements of funders
- l) correspond with funders concerning the financial reporting when requested to do so by the Director
- m) check requisition forms and prepare payments to service providers
- n) prepare monthly payments and staff payroll
- o) assist in allocating and monitoring spending according to donor contracts
- p) provide assistance to the Director in the preparation of new budgets for funders
- q) ensure the ACB's compliance with SARS requirements and other taxes and levies that may apply to the organisation

Experience

Must have at least 10 years experience with NGO bookkeeping.