



# BeyondZero

a partner in public health transformation

Beyond Zero(BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 16 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. As one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant for the period April 2019 until March 2022, Beyond Zero is recruiting to fill the following Positions under the GF funding mechanism.

**Contract duration:** One year fixed term with possibility of extension for 3 years depending on funding availability.

**Anticipated start date:** 18 June, 2019

**Closing date for applications:** 12 Noon (CAT), 20<sup>th</sup> May,2019

**Remuneration:** Market related.

## 1 x FINANCE OFFICER: EAST LONDON

### Duties and Responsibilities

1. Day to day recording and capturing of Beyond Zero financial transactions on data base (Sage Evolution and spread sheet/s)
2. Ensure invoices are captured on the Accounting system within a month of receipt
3. Processing of payments
  - Ensure that payment cycle is executed in compliance with set Standard Operating Procedures (SOPs)
  - Processing of creditors and supplier's invoices on Accounts payable schedule within 1 (one) week of receipt
  - Ensure the accurate preparation of payments and their timeous release
  - Ensure that payments requested by others are in compliance with SOPs
  - Ensure timeous payments for overheads (rental, utilities, telecommunications, benefits etc.) to assure continuance of service/s
4. Each month timeously, capture payroll data onto payroll system from schedules provided by the HRM and verify that captured information is correct, to ensure that staff salaries are paid on time



# BeyondZero

a partner in public health transformation

5. Compile and submit VAT Returns to the SFM for signing off before submission to SARS by the due date
6. Assist with cost management by preparing cost analysis reports as and when required
7. Monitor Company bank statements on a weekly basis to monitor for any erroneous transactions
8. Conduct Monthly Bank reconciliations
9. Ensure availability of petty cash and that its paid as and when required to the different offices
10. Verify and ensure that petty cash is managed in compliance with SOPs
11. Assist with providing documentation and any other relevant information requested by Auditors
12. Ensure filing & archiving of financial documents according to SOP requirements

## **Minimum Requirements**

- National Diploma in Accounting, Finance, Business Administration or Bookkeeping Qualification
- 3-5 years' experience in financial administration bank reconciliation, creditor processing and procurement procedures
- Knowledge of payroll, payroll taxes and benefits administration
- Extensive knowledge of Excel
- Great accuracy
- Excellent organizational and prioritization skills
- High level of confidentiality
- Knowledge of Basic principles and practices of Accounting
- Excellent record keeping, record management techniques
- Ability to work in highly pressurized work environment with very tight deadlines





# BeyondZero

a partner in public health transformation

***By applying for any of the above mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.***

***To Apply:*** Cover letters clearly stating the Position being applied for and preferred region /location as stated on the advert, CVs, and copies of qualifications must be forwarded to **[gfreruitment@beyondzero.org.za](mailto:gfreruitment@beyondzero.org.za)**

*NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and, any future correspondence from BZ thereof will be limited to shortlisted applicants only.*

*Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and also reserves the right not to fill any of the listed Positions.*

*None South African Citizens and none South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa.*

*Beyond Zero is an equal opportunity employer.*

*Candidates from key vulnerable populations are encouraged to apply*

