



# 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:** 1 May, 2019

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

**Remuneration:** Market related.

## 1x **PROJECT ACCOUNTANT: EAST LONDON**

### **Duties and Responsibilities**

1. Review cashbook processed by the Finance Officer to ensure that expenses are allocated to the correct GL account and project /cost centres.
2. **Conduct monthly balance sheet recons**
  - Check all Creditors Reconciliation
  - Check General Ledger accounts to ensure correct amounts have been entered and all applicable corrections done accordingly before submission to the SFM for sign off;
  - Reconcile balance sheet to ensure accurate reporting;
3. **Accounts Receivable:**
  - produce invoices from ' charge out' schedules received from payroll.
4. **Charge out verification**
  - Each month check staff timesheets against charge out schedule for accuracy, completeness and correct allocations before submission to the Senior Finance Manager for sign off.
5. **Verification of Payments**



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- ensure all payments are executed in compliance with set Standard Operating Procedures (SOPs),
  - ensure correct supporting documentation is attached
  - ensure that payments are made from correct project bank accounts.
- 6. Financial Forecasting –**
- Weekly prepare cash forecasts on an excel spreadsheet for submission to SMT to ensure availability of sufficient funds for projects
- 7.** Assist SFM with internal and external audit preparations at applicable intervals.
- 8. Compliance and reporting-**
- Prepare quarterly finance reports;
  - Prepare monthly management accounts
  - Assist SFM with preparation of year-end financial reports;
- 9.** Ensure that all in-country statutory returns are prepared correctly and submitted timeously to avoid penalties.
- 10.** Assist with the training of staff on all finance related policies and procedures as and when required.
- 11.** Ensure proper filing, archiving of financial documents for easy retrieval.
- 12.** Maintain project FAR and monitor the use of project assets

## Minimum Requirements

- Degree in Accounting
- 5 years working experience in a computerized accounting environment;
- NGO experience in a similar Position will be an added advantage;
- Extensive knowledge of Sage Evolution;
- Payroll experience;
- Sound knowledge of filing methods and record keeping management techniques
- Proficiency in computer skills
- Strong analytical skills
- Excellent written and communication skills
- Excellent interpersonal skills





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***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*

