



BeyondZero

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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 19 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: 6 months Fixed Term Contract (October 2021 until 31 March 2022)

Anticipated start date: 01 October 2021

Closing date for applications: 20 September 2021

Remuneration: Market related

1 X FINANCE MANAGER: EAST LONDON

Position Description Summary: The Finance Manager is responsible for providing financial support to management team and colleagues to enable them to make sound business decisions. Assist the CFO to interpret financial information; monitor cash flow, formulate strategic and long-term business plans, monitor cash flow, formulate tactical and medium term business plans in line with the strategic plans, assist in research and report on factors influencing business performance; look for cost-reduction opportunities; oversee the organization's financial accounting, monitoring and reporting systems; liaise with auditors to ensure annual monitoring is carried out. Incumbent is responsible for the integration of the financial management and reporting of program into one system for donor and Beyond Zero use. Responsible for developing and implementing local financial and administrative procedure such as payroll, book keeping, insurance, budget and cost control, accounting functions, procurement procedures, contracts, inventory management and control procedures, security of facilities, and financial reporting.

Duties & Responsibilities

- Overall financial and administration management and internal control of the accounting function
- Prepare fiscal year budgets and budget monitoring reports
- Develop financial and administration policies and procedures
- Review of management and financial reports and presentation thereof at management meetings and Board sub committee
- Ensure that all transactions recorded in the accounting system are accurate and supported by adequate documentation
- Review all payments for correctness, reasonableness and ensure timely payments to vendors and employees
- Provide assessment and feedback for staff annual performance reviews



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- Ensure the financial sustainability of the Organization
- Support operations by supervising staff, planning, organizing and implementing Beyond Zero administrative systems
- Ensure effective information flow and that resources are employed efficiently throughout the organization.
- Maintain sound relations with the bank, partners and relevant stakeholders
- Payroll sign off and releasing payments on online banking system
- Partner capacity strengthening
- Lead audit process; prepare audit schedules, respond to external auditor's requests
- Monthly review of the trial balance, balance sheet, general ledger and reconciliation of various ledger

Minimum Requirements:

- Degree in Finance, Accounting, Senior Degree (ie Honours or Masters) preferred.
- Minimum of 5 years grant management managerial experience managing international awards.
- Completed SAICA/ACCA/SAIPA Articles
- Proven experience in a management position dealing with accounts, financial systems management and operations in a large and complex donor funded program.
- Knowledge of logistics and procurement procedures, and demonstrated ability to solve difficult procurement problems and issues.
- Strong financial management and good accounting skills.
- Proven ability to manage finance teams.
- Ability to develop accurate narratives and financial reports that meet donor and organisational requirements
- Experience in successful implementation of donor - funded programs in developing countries, preferably of similar size and scope.
- Fluency in English.
- High proficiency in relevant computer applications and accounting software.
- Ability to work innovatively to address programmatic challenges in a high pressure fast paced work environment.
- Ability to write reports, business correspondence and procedure manuals in English.
- Valid driver's license and ability to travel extensively as and when required

1 X PROCUREMENT MANAGER

Position Description Summary: Role of PM is to support Beyond Zero (BZ) in achieving an efficient, effective and timely procurement system for the provision of goods and services.

Duties & Responsibilities

- 1. Strengthen and maintain an appropriate procurement framework**
 - Update and maintain BZ's procurement policy and procedures.
 - Revise tools, forms and systems for an efficient and effective procurement system.
 - Ensure BZ compliance with donor procurement requirements as set in grant agreements
 - Support BZ staff to comply with procurement requirements and implement capacity building support interventions
- 2. Effective and efficient procurement system**
 - Participate in the Quantification Committee for health products procurement.
 - Lead the development of an organization wide demand plan.



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- Implement a procurement plan that responds to the demand plan and any other emergency procurement requests.
- Manage the process of enlisting and screening preferred and sole suppliers in compliance with the principles guiding BZ procurement and the donor requirements.
- Perform due diligence on potential supplier's / service providers.
- Maintain an accurate database of service providers/suppliers and the goods and services they offer.
- Perform ongoing supplier evaluations and take appropriate action, including termination of the relationship, where possible.

3. Manage tenders

- Lead the process of developing tender bid documents.
- Manage the tender process including maintaining appropriate evidence of compliance with procurement requirements.
- Ensure functionality of a tender committee and ensure that its membership is diverse with appropriate skills base.
- Chair the meetings of the tender committee and ensure all proceedings are minuted.

4. Contracts management

- Negotiate contracts with suppliers and service providers ensuring fairness in the process.
- Draft contracts for suppliers and service providers.
- Review procurement contracts and any other related agreements to ensure that BZ's interests are protected.
- Maintain an accurate and up to date database of current contracts including annual review of contracts
- Lead the weekly supply chain management meetings

5. General administration

- Maintain an accurate, updated filing system for procurement related materials
- Promote value for money in all procurement activities.
- Ensure fairness and transparency and promote equity and diversity in the appointment of suppliers and service providers.
- Manage and monitor compliance with procurement policies and procedures.
- Manage supplier development activities in line with the requirements of the Broad Based Black Economic Empowerment (BBBEE) framework.
- Prepare and manage the budget for the annual budget procurement Unit
- Prepare periodic departmental reports to meet management information requirements

Minimum Requirements

- A Senior University degree or equivalent qualification preferably in Finance, Procurement Management or Logistics;
- Registered member of the professional body Chartered Institute of Procurement & Supply (CIPS) or similar accredited institution.
- Minimum 5 years' relevant experience in procurement or logistics.
- Minimum 3 years' experience at managerial level including managing a team of subordinates.
- Knowledge of major international donors' procurement requirements
- Advanced proficiency in MS Office tools.
- Excellent communication skills, both verbal and written. Problem solving and negotiating skills.
- Valid driver's license and ability to travel extensively. Team player who is self-motivated. Ability to work under pressure and meet deadlines.
- Knowledge of at least one other South African language is an added advantage.



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1 X 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**
 - 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
- Completed SAICA Articles
- 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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1 X FINANCE OFFICER: EAST LONDON

Duties and Responsibilities

- Day to day recording and capturing of Beyond Zero financial transactions on data base (Sage Evolution and spread sheet/s)
- Ensure invoices are captured on the Accounting system according to set deadlines
- Processing of payments
 - Ensure that payment cycle is executed in compliance with set Standard Operating Procedures (SOPs) requirements
 - Processing of creditors and supplier's invoices on Accounts Payable schedule within 1 (one) week of receipt
 - Prepare creditor reconciliations to ensure the accuracy of payments for supplies and services
 - Ensure the accurate preparation of payment requests and their timeous release
 - Ensure that payments requested by others are in compliance with SOP requirements
 - Ensure timeous payments of overheads (rental, utilities, telecommunications, benefits etc.) to assure continuance of services
- Capture monthly payroll data onto the payroll system from schedules provided by the HRM and verify that captured information is correct, to ensure that staff salaries are paid on time
- Compile and submit VAT201 Returns to the FM for signing off before submission to SARS by the due date
- Compile and submit EMP201 Returns to the FM for signing off before submission to SARS by the due date
- Assist with cost management by preparing cost analysis reports as and when required
- Monitor Company bank statements on a weekly basis to monitor for any erroneous transactions
- Ensure Beyond Zero bank accounts are reconciled at least on a monthly basis
- Ensure availability of petty cash and disburse to the various offices when required
- Verify and ensure that petty cash is managed in compliance with SOP requirements
- Assist with responding to Audit requests, both internal and external
- Ensure filing & archiving of financial documents is carried out according to SOP requirements

Minimum Requirements

- Bachelors Degree in Accounting, Finance or Business Administration
- At least 5 years experience in financial administration, bank reconciliation, creditor processing and procurement procedures
- Must have completed SAICA Training Contract / Articles
- Exposure to Global Fund experience will be an added advantage
- Knowledge of payroll, payroll taxes and benefits administration
- Extensive working knowledge of MS Office (Excel, Word, PowerPoint)
- 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
- Ability to interact with Auditors (both internal and external)





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2 x PROCUREMENT OFFICER: EAST LONDON

Duties and Responsibilities

1. Ensure an effective and efficient procurement system

- Administer the process of enlisting and screening suppliers in compliance with the principles guiding BZ procurement and the donor requirements.
- Coordinate the performance of due diligence on potential supplier's / service providers.
- Maintain an accurate database of service providers/suppliers and the goods and services they offer.
- Support BZ staff to develop procurement requests for goods and services and subsequent steps through the procurement cycle.
- Ensure that purchase orders are issued before goods and services are supplied.
- Liaise with procuring units and suppliers to ensure that orders are fulfilled on time.

2. Manage tenders

- Coordinate the tender process including maintaining appropriate evidence of compliance with procurement requirements.
- Support the meetings of the tender committee and ensure all proceedings are minuted.

3. Contracts management

- Support the Procurement Manager to negotiate contracts with suppliers and service providers.
- Assist the Procurement Manager to review procurement contracts and any other related agreements to ensure that BZ's interests are protected.
- Maintain an accurate and up to date database of current contracts including annual review of contracts.
- Track BZ financial commitments in current contracts.
- Implement close-out procedures for all contracts to ensure all obligations have been met by all parties.

4. General administration

- Maintain an accurate filing system for procurement related materials and ensure that support documents can be easily retrieved when required.
- Obtain BEE certificates from suppliers and service providers.
- Prepare periodic reports for the Procurement Manager.
- Comply with financial policies and procedures.

Minimum Requirements

- Degree/National Diploma in Finance, Procurement Management or Business Administration.
- At least 3 years' relevant experience in procurement preferably in an NGO environment.
- Knowledge of international donors' procurement processes.
- Excellent planning and organization skills.
- Excellent communication skills both written and verbal
- Excellent interpersonal skills.
- Self-motivated and able to work under limited supervision.
- Ability to use software packages.
- Ability to work under pressure and meet deadlines in a highly pressurized work environment.



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NB: Please note this is a re advertisement those who has applied previously last month should not reapply.

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 mentioned on the adverts, CVs, and copies of qualifications must be forwarded to qfrecruitment@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.

