



# BeyondZero

a partner in public health transformation

<b>Contract duration</b>	:	<b>12 Months Fixed term contract</b>
<b>Anticipated start date</b>	:	1 <sup>st</sup> April 2022
<b>Closing date for applications</b>	:	22 March 2022
<b>Remuneration</b>	:	Market related
<b>1 X FINANCE INTERN -</b>	:	<b>CENTURION</b>

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 18 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. Beyond zero is one of 4 nominated Principal Recipients in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant.

## **Purpose of the role:**

The role of a Finance Intern is to provide assistance with various tasks to the Project Accountant, Asset Officer and Finance team with regards to project management activities. The Intern will assist with monitoring project progress, investigate variances, check expenses and billing accuracy and data recording.

## **Duties and Responsibilities**

- 1. The Intern will be trained on rotational basis with clearly defined and measurable outcomes on the following:**
  - Cashbook processing to ensure expenses are allocated to the correct GL account and project /cost centres
  - Monthly balance sheet reconciliation (creditors reconciliations) and compilation of accurate reports
  - Exposure to Accounts Receivable
  - Reconciliation of Staff timesheets against charge out schedules to check for accuracy and completeness prior to approval
  - Payment verification according to set Standard Operating Procedures (SOPs)Financial Forecasting
  - Preparation of weekly forecasts to ensure availability of sufficient funds for projects
  - Compliance and reporting with regards to monthly, quarterly, and year-end financial reports
  - Proper filing, archiving of financial documents for easy retrieval.
  - Maintaining project FAR and monitor the use of project assets
  - Maintaining project-related records, including contracts and change orders
  - Investigating and reporting project variances
  - Reporting to management regarding the remaining funding available for projects



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## Minimum Qualification, Education and Experience

- Degree or Diploma in Accounting, Finance or Equivalent

## Skills & Competencies:

- Problem- solving skills, including being able to identify issues and escalating issues swiftly.
- Must possess strong interpersonal skills.
- Ability to communicate clearly, both written and orally.
- Must be able to effectively read and interpret information
- Possess strong number numerical skills with great attention to detail
- Ability to gather and analyse information
- Must be able to prioritize and plan work activities
- Must be dependable, adaptable, and pro-active

Ability to work in highly pressurized work environment with very tight deadlines **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 [recruitment@beyondzero.org.za](mailto:recruitment@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 reserves the right not to fill any of the listed Positions.

Beyond Zero is an equal opportunity employer.

Candidates from key vulnerable populations are encouraged to apply

**It is unlawful to employ a person who does not have permission to live and work in South Africa.**

**Unless the advert states otherwise, please ensure you have this permission before applying.**

***By expressing the interest in the position, applicants are consenting in terms of the POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process.***