



# BeyondZero

a partner in public health transformation

<b>Contract duration</b>	: <b>Fixed term contract (July 2023 until March 2025)</b>
<b>Anticipated start date</b>	: 01 July 2023
<b>Closing date for applications</b>	: 09 June 2023
<b>Remuneration</b>	: Market related
<b>1X FINANCE OFFICER</b>	: <b>RIVONIA</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:**

Finance Officer is responsible of executing and overseeing the financial transactions of the organisation.

## **Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform the following:

### **1. Creditors Reconciliations and Payment processing**

- Perform supplier reconciliations in preparation for payments.
- Reconcile purchase orders/input to invoices
- Check General Ledger accounts to ensure correct amounts have been entered and all applicable corrections done accordingly before submission to the FM for sign off
- Capture invoices on the accounting system according to set deadlines and set standard operating procedures.
- Load payments on the online payment system
- Ensure that the banking details on supplier invoices match that of the creditor being paid
- Provide monthly creditors age analysis for review
- Perform monthly supplier reconciliations to support all payments to approved suppliers
- Processing of creditors and supplier's invoices on Accounts Payable schedule within 1 (one) week of receipt
- Ensure that payment cycle is executed in compliance with set Standard Operating Procedures (SOPs) requirements
- Reconcile balance sheet to ensure accurate reporting and filing of all documents
- Deal with queries from creditors and payroll payment queries

### **2. Accounts Receivable**

- Produce invoices from 'charge out' schedules received from payroll.
- Charge out verification



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- Each month check employee's timesheets against charge out schedule for accuracy, completeness, and correct allocations before submission to the Senior Finance Manager for sign off.
  - Verification of payments
  - ensure all payments are executed in compliance with set Standard Operating Procedures (SOPs),
  - ensure correct supporting documentation is always submitted.
  - ensure that payments are made from correct project bank accounts.
  - Ensure the accurate preparation of payment requests and their timeous release Ensure timeous payments of overheads (rental, utilities, telecommunications, benefits etc.) to assure continuance of services
  - Ensure that payments requested by others comply with SOP and donor requirements
- 3. Payroll Processing**
- Capture monthly payroll data onto the payroll system from schedules provided by the HRE 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
- 4. Petty Cash Bank statements reconciliation**
- Monitor bank statements on a weekly basis to monitor for any erroneous transactions
  - Ensure Beyond Zero bank accounts are reconciled at least monthly
  - 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 and donor requirements
  - Perform cash reconciliations monthly and report discrepancies
- 5. Month-end reporting**
- Prepare monthly journals
  - Ensure correct allocations
  - Ensure journals are processed in the correct period
  - Ensure proper authorisation of journals
  - Process monthly cashbook transactions
  - Prepare weekly and monthly bank reconciliations
  - Ensure GL recons are prepared and approved monthly
  - Follow up reconciling items and clear any queries
- 6. Governance and Controls**
- Assist with responding to Audit requests, both internal and external
  - Ensure filing & archiving of financial documents is conducted according to SOP requirements
  - Ensure that all data is captured correctly and complies with BZ policies and procedures and that accounting transactions are in accordance with accepted accounting practice
  - Ensure that the organisation is SARS compliant including with regards to Income Tax, VAT, PAYE etc.

## Minimum Qualification, Education and Experience

- Bachelor's Degree in accounting, Finance or Business Administration
- At least 5 years' experience in financial administration, bank reconciliation, creditor processing and procurement procedures
- Completed SAICA/SAIPA/ACCA Articles
- Exposure to Global Fund experience will be an added advantage



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## Skills & Competencies:

- Knowledge of payroll, payroll taxes and benefits administration
- Extensive working knowledge of MS Office (Excel, Word, PowerPoint)
- Excellent organizational and prioritization skills
- Maintain a high level of confidentiality
- Extensive knowledge of Internal Control concepts
- 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)

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 POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process***

