

<b>Contract duration</b>	<b>: 12 Months Fixed term contract</b>
<b>Anticipated start date</b>	<b>: 1 February 2025</b>
<b>Closing date for applications</b>	<b>: 23 January 2025</b>
<b>Remuneration</b>	<b>: Market related</b>
<b>1 X PROJECT ACCOUNTANT -</b>	<b>: East London- Mdantsane</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 is accountable for monitoring the progress of projects, investigating variances, approving expenses, and ensuring that project billings are issued to customers and proper recording of Sub-Recipients disbursements and expenses.

#### **Duties and Responsibilities**

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

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
3. Check all Creditors Reconciliation
4. Check General Ledger accounts to ensure correct amounts have been entered and all applicable corrections done accordingly before submission to the Finance Manager for sign off.
5. Reconcile balance sheet to ensure accurate reporting.
6. Assist FM with internal and external audit preparations at applicable intervals.
7. **Accounts Receivable:**
  - Produce invoices from ' charge out' schedules received from payroll.
  - Charge out verification
  - Each month check employee's timesheets against charge out schedule for accuracy, completeness, and correct allocations before submission to the Finance Manager for sign off.
8. **Verification of Payments**
  - Ensure all payments are executed in compliance with set Standard Operating Procedures (SOPs) and allocated to the correct donors, projects, GL accounts etc,
  - Ensure correct supporting documentation is always submitted.
  - Ensure that payments are made from correct project bank accounts.

**9. Financial Forecasting**

- Prepare weekly cash forecasts for submission to SMT to ensure availability of sufficient funds for projects
- Work closely with the compliance team to verify and evaluate SR cash projections.

**10. Compliance and reporting**

- Prepare monthly and quarterly finance reports as per deadline.
- Ensure reports for different Strategic Business Units (SBU) and projects are accurate and presented on time with explanation of movements.
- Assist FM with preparation of year-end financial reports.
  - Ensure that all in-country statutory returns are prepared correctly and submitted timeously to avoid penalties.

**11. Training and Filing**

- Assist with the training of staff on all finance related policies and procedures as and when required.
- Ensure proper filing, archiving of financial documents for easy retrieval.
- Train SBU teams on donor financial management rules applicable to them.

**12. Maintain and monitor the use of project assets**

- Maintain project-related records, including contracts and change orders
  - Keep Sub Recipients budgets for budget tracking
  - Keep budget re-alignment documents for budget tracking
  - Keep Sub-Recipients contracts for tracking to the budget

**13. Authorize the transfer of expenses into and out of project-related accounts**

- Review of all expense before allocation to cost input, module, and intervention
- Review of all cashbooks
- Reconcile project balances against cash balances and commitments.
- 

**14. Investigate all project expenses not billed accordingly.**

- Review the General Ledger for accuracy and completeness of transactions

**15. Investigate project variances and submit variance reports to management**

- Investigate over-spending and under-spending at PR level and SR level

16. Close out project accounts upon project completion

17. Report to management regarding the remaining funding available for projects

**Minimum Qualification, Education and Experience**

- National Diploma in Accounting, Finance, Business Administration or Bookkeeping Qualification.
- Degree in Accounting.
- Possession of a professional accounting qualification such as ACCA, CIMA and SAICA.
- 5 years working experience in a computerised accounting environment
- At least 3 years working experience in an NGO in a similar Position will be an added advantage.

**Skills & Competencies:**

- 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.

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***

