



MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 25 FEBRUARY 2022 CLOSING DATE: 08 MARCH 2022

JOB TITLE: X1 PROJECT FINANCE OFFICER

DURATION: 36 MONTHS

REGION: LIMPOPO REGIONAL OFFICES

1. Objective of the Position

To provide financial administration support and advise to the Regional Office. Ensure that all financial controls, processes and procedures are maintained and adhered to.

2. Key Responsibilities of the Position

Main objectives/outputs	
Key Performance Areas	Activities linked to each KPA
1. Provide financial administration support and ensure that financial controls are adhered to.	1.1. Provide advice and assist staff to effectively implement internal control systems, policies, processes and procedures 1.2. Ensure that all financial information and records are appropriately kept up to date and filed Properly and accessible. 1.3. Ensure that timesheets and travel claims are authorized, captured and reconciled monthly on the SAP system 1.4. Prepare VAT returns and ensure that we have claimed/paid SARS 1.5. Process payments and bank reconciliation timeously 1.6.

<p>2. Exercise budgetary control</p>	<p>2.1. Report on budget variance to programme staff and management</p> <p>2.2. Ensure that all projects are invoiced timeously, accurately and in accordance with client contracts</p> <p>2.3. Ensure that there is no unnecessary over expenditure incurred on different line items and follow up on queries where necessary</p> <p>2.4. Ensure timely submission of financial information to senior management for reporting purposes</p> <p>2.5. Maintaining records and reconciliation controls & oversee monthly Creditor and receivable reconciliations</p>
<p>3. Effectively manage the cash flow on behalf of the unit or office</p>	<p>3.1. Process accounts monthly in accordance with the Mvula Trust's financial guidelines</p> <p>3.2. Prepare and submit monthly cashflow projections</p> <p>3.3. Report on project and operational cashflow</p> <p>3.4. Responsible for dealing with treasury management and day to day cash management</p> <p>3.5. Capture and ensure that electronic funds transfer to 3rd parties are made</p> <p>3.6. Prepare monthly and quarterly reports</p>
<p>4. Assist in the preparation of audit schedules and records for internal and external auditors</p>	<p>4.1. Prepare consolidated reports for creditors, and accruals</p> <p>4.2. Assist in collating information required by the auditors</p> <p>4.3. Address audit queries raised by internal and external auditors.</p>
<p>5. Maintain an updated asset register</p>	<p>5.1. Ensure that depreciation is calculated correctly for each group of assets and posted monthly on the finance system</p> <p>5.2. Keep an accurate asset register and ensure that the register information agrees with assets captured on the finance system</p>
<p>6. Ensure effective Project Finance Management</p>	<p>6.1. Provide an efficient project cost accounting function and assist with the continuous updating of the costing model.</p> <p>6.2. Preparation of complex financial modeling to support decision making</p> <p>6.3. Be part of the project team by assisting with costing of the project which would eventually translate into a budget for the project.</p> <p>6.4. Prepare budgets for each project and ensure</p>

	<p>credible budgeting and monitoring performance against the budget, as well as the rolling forecasts of projects at all times.</p> <p>6.5. Monitor and manage deviations from the estimated income and report monthly;</p> <p>6.6. Provide variances analysis reports from budget, identify added-value reporting opportunities for trend analysis and commentary to assist forecasting and budgeting requirements</p> <p>6.7. Ensure good project governance and adherence to accounting standards</p> <p>6.8. Ensure that there are sufficient controls to enhance the completeness of revenue</p> <p>6.9. Identification of risks throughout the project life-cycle</p> <p>6.10. Strengthen contract management, especially from a finance point of view and report all weaknesses to the Regional Direct and the Project owner.</p> <p>6.11. Foreign Exchange exposure and all financial controls thereto.</p>
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3. Key Requirements of the Position

Qualifications, skills, knowledge, experience and behaviour required to perform the job competently	
<p><u>Knowledge and Education</u></p> <ol style="list-style-type: none"> 1. A BCom degree in financial management or accounting 2. Good understanding and knowledge of financial principles, processes and practices (GAAP an GRAP) 3. Good understanding of reporting standards and requirements (IFRS) 	<p><u>Experience</u></p> <ol style="list-style-type: none"> 1. At least 3 years' experience in the finance or audit field 2. Completed articles will be an added advantage 3. Knowledge of SAP will be added advantage.
<p><u>Behaviour and Attributes</u></p> <ol style="list-style-type: none"> 1. Attention to detail 2. Ability to work in a team environment 3. Diligent and hard working 4. Work independently and manage work pressure well 	<p><u>Key Competencies and Skills</u></p> <ol style="list-style-type: none"> 1. Good financial management skills 2. Strong analytical and problem solving skills 3. Planning, organising and coordination skills 4. Good communication skills

5. Honest and integrity 6. Professionalism 7. Excellent delivery standards	5. Excellent computer skills including Pastel, SAP, MS Excel, Ms Word, internet and e-mail
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Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za. Please also visit our website at www.themvulatrust.org.za for more information.

PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS

N.B Interested candidates must avail themselves at any date, venue and time as determined by the Mvula Trust.

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.