

INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 25 August 2024

CLOSING DATE: 30 August 2024

JOB TITLE: Assistant Finance Manager (24 months contract)

REGION: Limpopo Regional Office (Polokwane)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Regional Office (Polokwane)

The objective of the Position:

To provide sound financial management and advise to The Mvula Trust. Ensure the development and implementation of relevant financial policies, processes, procedures and controls to improve financial efficiencies, sustainability and meet generally accepted accounting practice.

This position will report to the Limpopo Regional Finance Manager

Key Performance Indicators

- Assist FM by reviewing submissions of monthly and quarterly reports within the required time (external reporting).
- Manage WIP reconciliation and ensure that the contractor /PSP VAT control account is reconciled monthly.
- Ensure cash books are processed and bank recons are completed without errors by the due date.
- Assist with the preparation and reviewing of weekly and monthly reports within the required time (internal reporting).
- Monitor the capturing of the payment information on EFMS for all the regional programs
- Monitor the processing of supplier invoices and make sure that all supplier invoices are valid, VAT compliant, and accurate, they are on time and there are no duplicates.
- Ensure that suppliers are paid on time without duplicates and that all invoices have the necessary documentation attached to effect payment.
- Follow up on unreconciled items on creditors' recons and clean up creditors' ledger accounts monthly.
- Investigate discrepancies and process adjustments between the debtor's outstanding invoice schedules and the SAP debtor's account.
- Ensure that claim submissions from service providers are reviewed and submitted timeously to clients with all the correct and relevant documentation.
- Review and ensure that all transactions on SAP are processed accurately, and on time and there are no duplications.
- Update and monitor debtors' schedule weekly and make sure it balances with SAP.
- Review invoice tracking tool on a weekly basis and ensure that they are complete and accurate for all program
- Review monthly disbursement claims and ensure accuracy and submission on time to various clients.
- Assist in making sure that Audit issues (RFI's and COAF's) are effectively managed and submitted on time.
- Provide financial information to the Management team for input into internal and external reports.
- Ensure issues picked up on the debtors and creditors reconciliation analysis process are resolved.
- Address queries from clients timeously.
- Perform other duties as may be required from time to time.
- Assist effectively in resolving queries received from service providers.
- Assist with submission of information requested by internal and external auditors within the required time frame.

- Liaise with internal stakeholders to ensure an effective and efficient interface (Communication between internal and external stakeholders).
- Assist FM in ensuring compliance with supply chain management processes, policies and procedures.
- Effective and efficient management of Junior Finance staff (delegation, work responsibility, mentorship, skills transfer etc).

Qualifications and Experience

- A 3-year National Diploma/ Degree in Financial Management/ Accounting or related field is required.
- A postgraduate qualification will be an added advantage.
- At least 5 years' experience in Financial Management within a medium-sized or large organization.
- Knowledge of Generally Accepted Practices (GAAP), Generally Recognized Accounting Practices (GRAP) and International Financial Reporting Standards (IFRS), Public Finance Management Act (PFMA).
- Experience working on SAP Business One will be an added advantage

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za.

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.