



I-TECH South Africa

Job Description

Position Title	: Temp Finance Assistant
Reference	: TFA 01
Supervisor	: Assistant Finance Manager
Department	: Finance
Location	: Pretoria
Position Duration	: Fixed Term Contract (01 June 2017 – 31 October 2017)

Organizational Background:

The International Training and Education Center for Health (I-TECH) is a United States of America federally-funded project which supports the development of HIV/AIDS care and treatment training initiatives in 25 developing countries acutely impacted by the global AIDS epidemic. I-TECH is an initiative of the University of Washington Schools of Medicine and Public Health & Community Medicine. Its Central Office is headquartered in Seattle, Washington and it currently supports eight international offices, including one in Pretoria, South Africa.

I-TECH South Africa Goal:

I-TECH South Africa's goal is to support the South African government in strengthening national health systems to ensure delivery of high quality, sustainable health care services.

Brief Summary of Position:

The Finance Assistants will be responsible for Data capturing, Petty Cash, Inventory update and attending to clerical needs related to the management and filing of financial documentation.

Primary Responsibilities and Deliverables:

Contract Management

- Assist the AFM in the coordination with relevant Operations Department staff to ensure contracts are being fulfilled before preparing partial, monthly, or full payment.

- Assist the AFM in maintaining that the required procurement processes and procedures were performed before preparing payments to the supplier, inclusive of UW DOA.

Financial Procedures and Policies

- Assist the AFM to ensure implementation of and adherence to, guidelines laid out in the Fiscal portion of the Field Operations Manual as it applies to I-TECH-South Africa and Regional offices
- Maintain up-to-date knowledge of CDC/HRSA rules and regulations, and ensure implementation at all times.
- Assist the AFM in ensuring financial compliance with all laws and regulations of related stakeholders including I-TECH HQ, UW, HRSA, and the government of South Africa by I-TECH-South Africa units and relevant partners
- Assist the AFM in ensuring accurate payroll management and timely required tax reporting and liability payments

E-Revolver

- Assemble all payment documents for the month as per Unbilled Costs report and hand over to Finance Manager for review before eRevolver Invoice is sent

Payments

- Prepare the Payment Requisition Checklists
- Vendor liaison when required, update the AFM of all significant issues.
- Verify the computations on Per Diem Claims, and their validity against TRFs.
- Print, save and send Proof of Payments (POP) to all related parties confirming payments

Taxes

- Assist the AFM in the Monthly VAT reconciliation by compiling all supporting documents.

Budgeting

- Distribute detailed transaction reports to Budget Managers and ensure they are returned and filled after review of comments by AFM.

Inventory

- Verify a sample of inventories as tagged by Operations in terms of the HQ Fiscal Policy requirements.

Financial Records

- Maintain a standardized filing system to be used throughout the Finance Department which coordinates well with systems used by Operations and Programs

Year-End Audit

- Ensure all documentation needed by the Auditors are timeously retrieved
- Assist External Auditors with all financial administrative needs
- Assist the Finance team to ensure efficient and effective closure of accounts at financial year end

Computerized Accounting system

- Ensure accurate capturing into QuickBooks accounting system after all necessary documentation has been received from internal customers (Per diems).

Required

- A National Diploma or equivalent in Finance or Accounting.
- 3 years' experience in finance and accounting industry
- Computer competency requiring word-processing, spreadsheet knowledge and experience
- Proactive and team player
- Conscientious and responsible
- Ability to support and enthuse others and maintain a professional image.

Conditions of Employment: This position is 1.0 FTE, one based in Pretoria, South Africa.

Application process:

Applicants are required to quote the relevant **Position Title and reference** mentioned above when submitting their applications via email to recruitment@itech-southafrica.org before **22 May 2017** No late applications will be considered. Only short-listed candidates will be contacted. **Preference will be given to South African applicants.**