



I-TECH South Africa

Job Description

Position Title	: Finance Assistant
Reference	: TFA 01
Supervisor	: Associate Director: Finance
Department	: Finance
Location	: Pretoria
Position Duration	: Fixed Term Contract (01 May 2019 – 30 September 2019)

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 5%

- Ensure contracts are being fulfilled before preparing payment.
- Assist in maintaining the required procurement processes and procedures before preparing payments to the suppliers.

Financial Procedures and Policies 5%

- Ensure implementation of and adherence to guidelines as laid out in the Fiscal policies.
- Maintain up-to-date knowledge of rules and regulations, and ensure implementation at all times.
- Ensuring financial compliance with all laws and regulations of related stakeholders.

Payments 35 %

- Prepare the Payment Requisition Checklists.
- Vendor liaison when required, update your supervisor of all significant issues.
- Verify the computations on Per Diem Claims, and their validity against Travel Request Forms (TRFs).
- Send Proof of Payments (POP) to all related parties confirming payments.
- Reconcile Travel Advances.

Taxes 5%

- Preparing Vat Returns and necessary reconciliations before submitting to SARS.
- Assist in the Monthly VAT reconciliation as part of month end close.

Bank and Cash 10%

- Serves as the Petty Cash Custodian.
- Monitoring petty cash requirements.

Inventory 5%

- Ensure that all inventories are tagged and recorded in the inventory register in accordance with Fiscal Policy requirements.
- Ensure that an annual inventory count and reconciliation is performed. (At year end)

Monitoring 5%

- Preparing Monthly burn reports by program area.

Financial Records 5%

- 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 5%

- 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 20 %

- Ensure accurate capturing into QuickBooks accounting system after all necessary documentation has been received from both internal and external customers.

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.
- Quick Books experience (Preferred).
- Conscientious and responsible.
- Ability to support 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 **23 April 2019** No late applications will be considered. Only short-listed candidates will be contacted. **Preference will be given to South African applicants.**