

JOB DESCRIPTION

Job Title	Management Accountant
Department	Finance
Reports To (Function)	Finance Manager
Location	Johannesburg HQ
Number of Direct Reports (Subordinates)	0

PURPOSE OF POSITION:

Manage all financial accounting functions and prepare management accounts for accountability and decision making and providing analysis and flagging financial issues to management. Responsible for the flow of good accounting information that supports the planning, control and fulfilling departmental and organisational goals as well as meeting donor requirements. Work closely with Finance Controller in budgeting, budget maintenance and control, donor reporting, external audits, year end and mitigating risks as well as ensuring sound control environment.

KEY RESPONSIBILITIES:

Financial Reporting

- Responsible for production of monthly financial reports ensuring that reports are accurate, timely and in accordance to donor codes and adhere to GAAP, IFRS and FORAFRIKA policies
- Work closely with Financial Controller on monthly, quarterly and biannual donor reports
- Review financial performance with Financial Controller for corrective action
- Processing of cash books to ensure all payments, receipts and bank charges are correctly disclosed in the financial Statements
- Posting of journals through vision excel into Sunsystem ensuring all financial has data integrity
- Ensure all grant income is recorded and coded accurately in the system
- Production of monthly bank reconciliations and ensure no outstanding remain unresolved and cash book balances reconcile to bank balances and raise any red flags to management
- Provide interpretation of the management and donor reports to non-financial operational managers
- Management report to Financial Controller with variance analysis
- In conjunction with logistics departments prepare inventory reconciliations for all food and NFIs
- Update asset disposals on Sunsystem and calculation of profit or loss on disposals
- Prepare monthly balance sheet reconciliation for asset/liabilities and flag any issues to management
- Update Sunsystem and vision reporting templates to address business and management requirements

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- Maintenance of correct accurate concise information produced for users. [Proactive, timely and insight] by reconciling the Receivable, Payables, General Ledger cycles and Balance sheet reconciliations.
- Reconciliation and allocation of staff deduction costs on a monthly basis
- Loading payments on Standard Bank on-line

Budgetary and forecasting

- Upload budgets into Sunsystem and ensure it fully reconciles to board approved and donor budgets
- Monthly uploading of project budget commitments to ensure adequate budget is allocated
- Budget maintenance by ensuring there is sync between budgets, commitments and actuals
- Review monthly and quarterly expenditure for each project or departments
- Prepare budget realignment journals where applicable to be approved by FM, CD
- Work with Financial Controller in preparing the annual budgets, project budgets and analysis of costs and forecasting

Stock Control, Valuations and Verifications

- Conduct monthly assessments for logistics and warehousing stock movement
- Quarterly reviews of inventory management
- Yearly stock taking for year end and audit purposes
- Monthly computation of CSS, Motor Vehicle mileage, and Feeding supplies Recoveries
- Assist Admin department with Proactis by ensuring that all order have budget commitments and any rejected ones have budget movements

Fixed Asset Management

- Compile and track Fixed Asset Accounts and closure when related projects have concluded
- Reconcile Fixed Assets general ledger, depreciation and balance sheet.
- Update accumulated depreciation and fixed asset schedule for year-end and external audit purposes.
- Review Inventory management system flow controls and procedures.

Compliance

- Oversee accounting functions by ensuring correct information and allocations are done accurately and on time
- Perform monthly Account Allocations to ensure costs are disclosed as per donor codes and business model and cost structures
- Ensure financial transaction are compliant to organisation policies and procedure manuals
- Review half yearly Accounting policies and procedures manuals in line with GAAP and IFRS
- Ensure compliance to internal controls, policies, Chart of Accounts, GAAP, IFRS
- Ensuring the right information is send to the relevant personnel

Cash flow Management and Other duties

- Cash Flow management, preparation of investment documents and drawdown of funds from the Call investments Account

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- Daily review of bank activities for inflows and engaging management on funding sources
- Preparation of monthly cash flow schedule in consultation with Financial Controller
- Donor Funds management and reporting
- Prepare invoices to Donors as per grant agreements
- Ensure filing of all signed grant agreements.

Year End and Audits

- Ensure all expenses incurred for the year are accrued before closure of books
- Work Closely with Financial Controller to prepare for audit schedules and respond to queries from auditors
- Ensure TB reconciles to auditors finale report and that any audit adjustments are effected

REQUIREMENTS

- Accounting or relevant B Com degree and minimum 3 years of progressive financial responsibilities
- Knowledge and experience working with Donor Funding
- Knowledge of GAAP and IFRS
- Proficiency in Word, Power point, Excel/Spreadsheets, SUN Systems, Proactis system
- Effective communication skills [written and oral] Interpersonal skills and reporting skills.
- Ethics and Integrity, ability to work under pressure - result/deadline driven/oriented.
- Ability to take initiative. Analytical thinker, paying attention to details, independent, assertive, proactive, problem solver

HOW TO APPLY:

- Please click on the link below that will take to the applicants portal
- <https://www.pnet.co.za/offers/offerPreview.cfm?id=3640830&click=no&rs=1&status=online&previewid=d0edf3a30bc353cb555111792c0d6a47>
- **Closing Date for applications is the 26th June 2023**

Disclaimer:

- Only successful candidates will be contacted.
- Late applications and candidates who do not comply with the above requirements will automatically be disqualified.
- Correspondence will be limited to short-listed candidates only. If you do not hear from us within one month of the closing date please consider your application as unsuccessful