

FINANCE OFFICER VACANCY IN LLONGWE, MALAWI

FUNCTION OF DEPARTMENT

The finance function is accountable for strategising financial performance by planning and implementing the financial strategy and long term planning process. It ensures that both commercial (business and management accounting) and financial (statutory accounting / corporate governance) transactions are recorded and reported on. The finance function is accountable for preparing SAT's budgets and forecasts, and to report back on the progress against these throughout the year. Lastly, it focuses on ensuring compliance with all statutory requirements relating to financial control, financial management and accounting, including the implementation and adherence to finance policies, procedures and systems.

MAIN TASKS WITHIN THE BUSINESS UNIT

1. Prepare annual financial statements within agreed time scales to comply with all legal/statutory requirements;
2. Ensure compliance with all statutory requirements relating to financial control, financial management and accounting, including the implementation and adherence to finance policies, procedures and systems;
3. Prepare financial reports detailing actual income and expenditure and forecasts against budget within agreed timescales;
4. Ensure that all reconciliations are prepared in an accurate and timely basis, for example bank reconciliations, debtors, creditors and inter-company account;

Develop annual budgets in collaboration with key stakeholders;
6. Ensure payroll and payroll related payments to employees are made by respective due dates;
7. Manage all operational finance activities in an efficient and effective way;
8. Maintain current standing with all mandated local tax and benefits registrations and requirements, including submissions of payments and reports (SARS etc).

QUALIFICATION & EXPERIENCE

Degree in Accounting or National Diploma in Accounting or relevant accounting/finance qualification

Good level of presentation and report writing skills. Excellent written and oral communication skills.

3-5 years experience in an accounting or finance role

JOB PURPOSE

The main purpose of a Financial Officer is to record, summarise and report on the financial transactions of the site (business unit). Understanding the site's financial performance by ensuring accurate and timeous financial reporting and variance analysis is the core accountability of the finance officer. These reports include SAT internal, donor and

partner reporting activities. In being accountable for the full site finance function, the person is involved in managing the finance and governance functions of partner recruitment and Partner Learning and Development activities.

KEY TECHNICAL SKILLS

Legislative and other relevant standards and practices: Expertise in the Public Finance Management Act; Advance knowledge of VAT and PAYE returns

Knowledge and experience in the following computer packages: MS Office, Sharepoint and SAGE Pastel

Solid experience and exposure to high level of financial analysis

Experience in the use of financial analysis and reporting

Knowledge and experience in all types of reconciliations

Ability to do audit preparation and support external audits, including implementation of all audit findings

<u>Key area</u>	
Financial risks and controls	Monitor and undertake regulatory and legislative compliance by undertaking relevant tasks and contribute to the preparation of compliance reports
	Review and ensure application of risk and compliance issues that include appropriate internal controls, compliance issues and financial procedures.
	Implement good practice signatory processes with requisite separation of authorities (eg cheque signing), and ensure maintenance of sign-off schedules.
Audits	Contribute to audits by preparing an audit file in advance to include all schedules requested by the auditors, answering audit queries promptly and generally lending assistance to the auditors as requested.
	Ensure Partners meet their annual audit obligations by receiving a copy of each partner's audited AFS and management reports, thereafter monitoring and tracking any weaknesses identified in internal controls.
SAT financial policies, procedures and systems	Regularly review the controls in operation over SAT's financial, physical and resources and bring any weaknesses or suggestions for improvements to the attention of the Country Director/General Manager: Finance.
	Implement all SAT financial policies, procedures, systems and SOP's.
	Ensure there is proper documentation and evidence of authorisation to support financial transactions.
Employee remuneration and payments	Prepare and process the employee payroll in Pastel, checking for correctness and monitor payroll report summaries and bank reconciliations.
	Prepare payments to staff members and complete all statutory and Employee Tax returns for payment to the relevant authorities by the due dates
Financial planning and budgeting	Create and maintain all financial templates used internally for SAT and donor reporting.
	Assess, approve and implement debt management actions.
	In conjunction with the CPO, prepare partner programme budgets and provide .
	Support the development of budgets for donor applications.

Annual reporting	Prepare bi-annual and annual donor financial reports.
Financial reporting and variance analysis	Produce overall monthly Financial Reports (including Income Statement and Balance Sheet) and submit to monthly financial overviews. a. Review and analyse monthly results to ensure accuracy of financial statements, making accruals and adjustments as required. b. Prepare SAT financial statistics and information in relevant and accessible form for various uses (Board, management decision making, etc). c. Prepare monthly income, expense and statement of financial position account reconciliation and analysis for review by the Finance Manager. d. Participate in monthly programme review meetings in which elements of financial and operational performance are reviewed
	Coordinates the timeous receipt of monthly partner expenditure reports and do the following: a. Checks partners' bank statements and reconciliations and reports any anomalies b. Checks that all external supporting documentation for expenditure incurred is complete, valid and is properly authorised. c. Check that the allocation of actual expenses against budget line items is fair and reasonable d. Ensure that all partner grant accounting complies with SAT and regulations, policies and procedures e. Compile a monthly report which summarises partner findings, highlight anomalies and recommends appropriate corrective action for submission to the CD and other stakeholders
	Monitor proper utilisation of partner grants and make ongoing assessments of partner finance and governance processes, highlighting areas of perceived weakness or risk
Partner contracting	Provide input into the partner recruitment, selection and contractual policies and procedures for finance and governance
	Review partner proposals for compliance with SAT financial and governance requirements and bringing any discrepancies to the attention of the CD.
	In liaison with CPO, draft and recommend partner contracts to the CD before they are submitted to Regional Office for approval, thereafter arranges for signing of the contract and preparation of payments
Tendering and procurement management	Support all procurement and interaction with vendors in the confines of SAT policies.
Relationship and capacity building	Establish and maintain good supplier and service provider relationships.
Partner management: Bi annual visits and monitoring	Bi-annual partner organisation visits to ensure compliance by: a. Verifying the authenticity of original documentation, on a sample basis, and confirm it corresponds with submitted the documents b. Verifying the authenticity of all assets purchased under the SAT contract c. Visiting communities and partner suppliers, on a sample basis, as per the finance policies and procedures d. Report all reasonable suspicious reports or findings within 48 hours in writing for submission to the CD, Finance Director and Internal Auditor. e. Produce a report of all partner visits and findings within 10 working days of visiting the

	<p>partner.</p> <p>f. Making an independent assessment on the partner progress on implementation of projects and shares this information with the CPO.</p>
	Draft and recommend partner finance and governance development plans to the CD in accordance with partner organisation assessments.
	Provides on-site coaching at partner premises to address the capacity gaps identified in the development plan or in accordance with the FMCO relevant partner observations
Fixed Assets	<p>Accountable for managing assets by:</p> <p>a. Entering fixed asset acquisition and ensuring all project assets have a unique asset number and are physically tagged and reflected correctly on the register.</p> <p>b. Checking that depreciation rates are being correctly applied to each asset class as set out in the Financial Procedures manual.</p> <p>c. Maintaining a fixed asset register, including reconciling the closing balances in the fixed asset register to the general ledger and conducting annual stock counts of all fixed assets, noting the working condition and physical location of every asset.</p> <p>d. Conducting periodic impairment reviews for tangible assets and check for potential obsolescence.</p> <p>e. Preparing audit schedules related to fixed assets.</p>
	Partner fixed assets: Verify the authenticity of all assets purchased under the SAT contract
Cash flow, payments and Bank	<p>Ensure exchange control compliance</p> <p>Agree all items for the “inter-company” account with SAT Regional office on a monthly basis and post the necessary entries</p> <p>Manage Bank and bank accounts by:</p> <p>a. Allocating and managing call accounts and current account transfers, liaising with the Bank and requesting Bank guaranteed transactions</p> <p>b. Verifying all transactions, capture cheque requisitions, bank deposits and withdrawals, journal entries and invoices to Pastel</p> <p>c. Ensure timely and accurate cash processing and payment of expense invoices and payroll statutory contributions</p>
Cash book and petty cash	<p>Carries out daily cash management functions (cash movement schedule and monthly Bank reconciliations)</p> <p>Administers petty cash, including preparing and checking reconciliations and replenishing at least monthly, or as required</p>
Debtors administration - managing staff advances	<p>Evaluate the Debtors age analysis and take appropriate action i.e. ensure all payments due are followed up with.</p> <p>Reconcile all expense claims to ensure compliance with company policy and proper authorisation by correct manager, including either paying staff member or collecting and depositing cash from staff member for the difference</p> <p>Capture staff advances and ensure advances to staff acknowledges their responsibility for repayment in writing</p>
	Assess and approve payment requests and release EFT payments

Creditors and payments	Management of creditors function to ensure timely and correct payment of all creditors, including monitoring and checking of creditor payment schedules and budget requirements
	Preparation of invoices using Pastel for programmes and countries
Reconciliations	Control, monitor and reconcile the Balance Sheet control accounts and any other reconciliation where required. "
	Perform the following: a. Reconcile all debtors and creditors accounts and the collection of outstanding debtor balances and the payment of creditor invoices (Produce reconciling statements). b. Coordinates and reconciles all inter country accounts c. Reconciling bank statements d. Prepare reconciliations of key balance sheet accounts to ensure that there are no items which should be in the income statement (and vice versa)
General ledger	<i>Maintain the General ledger, Cashbooks and Journals by ensuring:</i>
	a. all monthly expenses have been recorded and is accurate b. all updates and accruals have been done c. rectifying any misallocations by posting journal entries at month end
Leases and Equipment Insurance	Manage insurance by: a. Ensure that all valuable assets are properly insured and that the insurers are regularly updated with all additions and disposals of fixed assets b. At least every second year get comparative quotes from competing insurance companies c. Meet with insurance broker and review before policy anniversary
	Manage lease contracts, ensuring accuracy of information, including information is entered in the appropriate accounting category
PAYE and VAT payments	Assess, approve and submit VAT calculations, ensuring regular VAT recons and timely reporting before 25th of each month
	Calculation, provision and payment of company tax, STC, CGT and deferred taxation.
	Compiling and completion of tax returns
Travel	Manage FOREX advances
	Manage all aspects of travel claims (administration, reconciling and reporting), including maintaining a travel and expense register.
General duties and administration	Coordinate and/or work on special projects as assigned
	Provide administration and filing for relevant aspects of finance department work
General duties and administration	The incumbent is responsible for the reception area of the office , handling the switchboard, incoming and outgoing calls and relaying of messages and receiving guests.
	Maintaining administration by an ordered filing system and safe keeping of documents, maintaining a duplicate record of all SAT documentation and managing SAT publications to SAT

Ensures smooth running of overall office, including arranging of office meetings, keep sufficient office material at all times such as stationary, courier services and mail maintenance, undertakes data (CABA) collection from partners and handling all correspondence.

Behav

Customer focus: Focus on meeting and exceeding the needs and expectations of our internal and external customers, including colleagues, other business units or other stakeholders.

Teamwork: Be an active team player, value teamwork and have the ability to work effectively with others to accomplish common goals.

Attention to detail: Apply discipline, detail-orientation and a positive attitude in all work being done.

Quality commitment and work standards: Delivering quality work and achieving high standards of workmanship, including the ability to work under pressure.

Technical mastery and continuous learning: Actively look for new job-related learning opportunities to gain exposure and experience and make yourself available to others to help solve technical or procedural problems or issues.

Accountability and ownership: Be goal driven and take ownership of delivering all work at a high standard, on time and of the right quality.

Planning and organising: Planning and organising is about effectively scheduling, prioritizing and executing activities within the set timeline. This includes the ability to adapt and change plans as the requirements of the situation change. At the higher levels it involves thinking long-term, strategically and creatively.

Interested candidates must send a motivation letter highlighting your suitability to the role and a CV with contact details of three work-related referees to MaraisButton & Associates.

Email: annelie@maraisbutton.co.za

Closing date: Friday 05 April