



POSITION: Finance Officer

REPORTING TO: Finance Manager

REMUNERATION: Competitive

LOCATION: Cape Town

START DATE: ASAP



Background

Paediatric-Adolescent Treatment Africa (PATA), a South African NGO, coordinates an action network across sub-Saharan Africa, working with health providers and health facilities to improve the quality of paediatric and adolescent HIV prevention, treatment, care and support. PATA offers a powerful platform for regional collaboration through capacity building, peer-to-peer exchange and learning forums, supporting quality improvement to effect positive change in HIV paediatric and adolescent policy and practice.

Members of Team PATA contribute to a culture of transparency, accountability, trust, and mutual respect. We expect staff to do their best in applying their competence and skill in the consistent, orderly ownership of tasks through to delivery and we invest in their growth as individuals and team members. As a small team, we leverage success through collaboration with funders, partners and stakeholders, whose satisfaction and shared success is a paramount concern.

About the Role

Financial administration and processing, with report production and bookkeeping.

1. Finance administration and bookkeeping
2. Draw financial reports
3. Support donor reporting
4. Collaboration with programme teams
5. Tax compliance and related submissions
6. Supports the Annual organisation and project audit process

Key Performance Areas

1. Finance administration and reporting

Regularly collate PATA's financial data in usable formats and pass to the Head of Finance and Operations and to programme staff for use in reporting and analysis.

- Work with Head of F&O and programme staff on quality, interpretation and presentation of financial

data.

- Manage the processing of all PATA's payments, ensuring accuracy and escalating issues related to funds' availability.
- Track compliance to budgets and grant terms and escalate issues as needed.
- Manage the processing of PATA's receipts, and their reconciliation with prior commitments, invoices, etc.
- Manage and apply all journal entries and their aggregation into the general ledger and / or sub-ledgers.
- Manage and report on the reconciliation of all PATA's accounts, sub-accounts, ledgers and budgets (planned, forecast and actual) escalating variances and transaction events within policy guidelines.
- Maintain accurate valuations of assets and their depreciation in PATA's asset register.
- Manage and process the fiscal hosting documents and transactions for the Coalition (CCABA).

Measures

- Timely processing of payments, journaling and account reconciliations.
- Quality of PATA's financial data and state of reconciliation of accounts, journals etc.
- Compliance of financial processing with terms and policies.

LOE: 50%

2. Collaboration with Programme Teams

- Support fundraising and the programme teams contributing to programme budgets, donor proposals and grant / sub-grant interpretation.
- Track receipts and expenditures against programme budgets and forecasts.
- Pre-authorise payments against terms, allowances, policy and budgets.

Measure

- Quality, timeliness and accuracy of processed receipts and expenditures and alignment with budgets.

LOE: 15%

3. Grant and Sub-Grant Management

- Check on the application of PATA's Grant and Sub-grant terms to financial and operational processes.
- Ensure all payments and distributions comply with grant terms.
- Support special financial audits conducted by grant-makers.
- Assure alignment between financial policy frameworks and grant terms.

Measures

- State of completion, quality and accuracy of grant and sub-grant payments and distributions.
- Alignment of grant and sub-grant administration to policy frameworks and terms.

LOE: 25%

4. Tax requirements

- Maintain current standing with all mandated local tax and benefits registrations and requirements, including the submissions of payments and reports (e.g. SARS, PBO status, NPO status, tax clearance

certificate, etc., CIPRO submissions, etc.).

Measure

- Audit results

LOE: 10%

Qualifications, Legal/Professional Registration and Experience Required

- Certificate or diploma in bookkeeping or financial administration.
- Preferably registered with the Council of Accountants.
- Either a degree of at least five years of financial experience in South African accounting and financial law including SARS / VAT regulations and processes.
- Equivalent experience in both internal and regulatory reporting on accounts, compliance, audits and tax.
- Support of and collaboration with related shared services within an organisation.
- Two to three years direct experience of collaborative delivery in multi-disciplinary team(s).

Relevant Skills Required

- Strong computer skills with proficiency in Microsoft Office.
- Fast and accurate data capturing and entry skills.
- Competency in specialised financial software, specifically SAGE.
- Fluency in English (written and oral).

Competencies

- Achievement / Action orientation
- Attention to Detail
- Concern for order, quality, and accuracy (CO)
- Conceptual Thinking
- Service Orientation (SO)
- Financial Acumen
- Flexibility (FLX)
- Information Seeking
- Judgment
- Initiative
- Monitoring and Evaluations
- Organisational Awareness
- Organisational Commitment
- Teamwork and Cooperation
- Work Standards
- Writing Presenting and Reporting

How to apply

Interested applicants should submit the following by e-mail to ireti@ngorecruit.com quoting reference number: **NTP017**

- A CV in Word or PDF format (please include 3 references).
- A 1-page cover letter outlining how your skills and experience align with PATA's mission and the unique qualities you will bring to this role.

Application Deadline: **15 November 2024**

Interested applicants are encouraged to apply ASAP. Only shortlisted candidates will be contacted. For more information about PATA, visit their [website](#) and [Twitter](#) account.