

# ***National Religious Association for Social Development (NRASD)***

**A Division of the Cape Development and Dialogue Centre Trust (Registered Trust: IT661/95)**

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## **NRASD – The Global Fund to Fight AIDS, Tuberculosis and Malaria – Programme**

NRASD – Principal Recipient of Global Fund Grant in South Africa

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### **FINANCE OFFICER**

#### **Description**

The NRASD is a Principal Recipient (PR) of a grant from the Global Fund to Fight AIDS, Tuberculosis and Malaria.

The NRASD intends to strengthen human resource and institutional capacity to facilitate the effective management, coordination and implementation of grant activities through the appointment of a Finance Officer.

The Finance Officer (Head Office) will be responsible for monitoring and recording the flow of money, verifying the accuracy of all monetary and cash transactions, ensuring that all transactions are legal and as per Company Policies and Donor Guidelines. The Finance Officer will perform duties as assigned by the Programme Management Unit and the Finance Manager. The Finance Officer will report to the Finance Manager and the Programme Management Unit.

#### **Responsibilities**

##### **1. Accounting Responsibilities**

1. Maintain petty cash and following up cash flows with other Stakeholders
2. Maintaining of the asset register.
3. Manage travel bookings and other advances to employees.
4. Record expenditures, income, and any other related transactions, in the books of accounts.
5. Prepare payment vouchers and corresponding checks.
6. Ensure adequacy of documentation for all payments.
7. Prepare payroll and other regular payments with due consideration to deductions (for advances, loans, taxes, etc).
8. Ensure proper allocation of expenses to all field projects.
9. Prepares monthly bank reconciliations.
10. Preparing various monthly financial account statements(full month-end closure) and variances against budget
11. Assist in budgeting and forecast process.
12. Assist with the statutory and donor specific audits.
13. Stock reconciliations and re-ordering stakeholders at Head office level.

##### **2. Time Management**

1. Plan and schedule payment timelines and month end processes within NRASD.

##### **3. Resource Management**

1. Recommend budget changes where necessary.

##### **4. Relations Management**

1. Liaise with programme personnel, stakeholders and suppliers on an on-going basis.
2. Build, develop and grow relations and partnerships vital to the success of the programme.

##### **5. Communications**

1. Effectively communicate financial processes to programme personnel and stakeholders in a timely and clear fashion.

#### 6. Personal Development

1. Stay informed and keep track of data and developments in the accounting field.
2. Identify and participate in staff enrichment and development programmes.
3. Attend meetings, workshops and training courses, as required.

#### 7. Organisational Ethos

1. Uphold and exemplify the NRASD's vision, mission, values and objectives.
2. Uphold and implement the NRASD's policies and procedures.

### **Minimum Requirements**

The NRASD expects the following minimum requirements from the Finance Officer:

1. The Finance Officer must be able to take on responsibility and work unsupervised.
2. Minimum of 3 years progressively responsible experience in professional accounting, preferably in NGO sector.
3. Sound knowledge of Pastel accounting software.
4. Computer skills especially proficiency in MS Excel.
5. The Finance Officer would need to be able to provide services up to the end of 2014, with a possibility for an extension.
6. The NRASD Office is in Stellenbosch in the Western Cape Province and the Finance Officer would be based in Stellenbosch.
7. The Finance Officer must be in possession of a valid driver's licence and access to a car. The position may require that the Finance Officer travel between stakeholders.

### **Call for Applications**

The NRASD invites applications for the position of Finance Officer.

Please submit your application by completing the prescribed application form (available on the NRASD website). Clearly state the position that you are applying for on the application form. More information may be requested to assist with our final review of shortlisted candidates.

**We kindly request that applications be submitted to Carina de Swardt by Friday, 22 November 2013. Applications should be submitted via email at [nrasd@exceed.co.za](mailto:nrasd@exceed.co.za) or via fax at 086-518-6562.**

Applications will be evaluated and shortlisted candidates will be informed of the results by 29 November 2013. The position is available from 13 January 2014. The expectation is for the successful applicant to commence work by 13 January 2014.