



Ndlovu Care Group is a South African N

GO based in a rural environment, Elandsdoorn, Limpopo Province, which provides comprehensive integrated Health/Community Development services.

Ndlovu Care Group is currently looking for the following motivated candidate for the Finance Office in Groblersdal:-

Financial Controller

Job Purpose: To undertake all aspects of financial management for the assigned projects, including budgeting, accounting, cash flow management, donor reporting, financial reporting, audit preparation, tax compliance, and development of internal control systems. Ensure compliance of the financial operations of the organisation with donor regulations and requirements. To provide support to the Chief Financial Officer in ensuring the financial integrity of the organisation.

MAIN AREA(s) OF RESPONSIBILITY:

- Responsible for budget preparation, budget analysis and forecasting, in support to the program managers.
- Establish and maintain effective budget monitoring systems, including tracking of expenditure against budget and timely reporting of variances. Liaise with donors regarding budget reallocations or revisions.
- Manage cash flow, including timely transfers from donors. Oversee the management of petty cash funds and bank accounts, including monthly reconciliations.
- Manage debtors and creditors function, ensuring compliance with procurement policies.
- Prepare/Review payment vouchers to ensure completeness and accuracy of supporting documentation as well as compliance with donor regulations and internal policies.
- Ensure timely and accurate recording of transactions. Review and analysis of the general ledger to ensure quality of the accounting records. Setting up and structuring the general ledger for new projects.
- Preparation of monthly management report packs, and other ad-hoc financial reports.
- Preparation of external periodic donor financial reports as per donor requirements.
- Developing and maintaining an effective and efficient system of internal controls and risk management.
- Ensure electronic and physical filing of all documentation in compliance with the statutory and donor requirements.
- Audit preparation and coordination, including donor audits and statutory audits. Ensuring the appropriate response and implementation of audit findings and recommendations.
- Maintenance of fixed asset registers, with regular physical verification done. Ensure timely reporting, proper tracking and disposal procedure as per the grant agreement.
- Timely preparation, submission and reconciliation of all taxes including VAT and PAYE
- Leadership and training of junior finance staff. Capacity building of budget-holders in financial matters.

MINIMUM REQUIREMENTS:

- B Com Degree in Finance/ Accounting.
- CA (SA)/ CFA
- Master's degree, preferably MBA is required.
- Minimum 5 years' experience in the NGO sector in South Africa.



- Knowledge and /or experience of regulations and procedures of international donors (e.g. USAID) is required.
- Organizational and presentation skills.
- Analytical Skills.
- Team builder.
- Excellent written and oral communication skills.
- Proficient in Pastel Evolution
- Advanced computer literacy in Microsoft Office, especially excel
- Valid driver's license and preferable own transport.

Candidates should submit their motivation letter and detailed CV to HR Administrator Anita Foulds, at fax number 013 262 3498 or by e-mail to recruitment@ndlovu.com

Please note that if you have not had a response from us within 7 days after the closing date of this advert, you can deem your application as unsuccessful.

Closing date: 4 September 2020