

Regional Finance Officer

Full Time

National Head Office - Johannesburg

St John – South Africa, an international non-profit organisation specialising in first aid, eye care, youth development and community health training, is seeking to employ a Financial Officer at its national head office in Westcliff, Johannesburg. The successful candidate will be responsible for maintaining the financial records by accurately recording the day-to-day financial transactions of the company/ business unit.

Key Performance Requirements:

Financial Processing

- Check and verify source documents such as invoices, receipts, computer printouts for validity
- Processing of financial data, e.g. supplier and customer invoices using the accounting system
- Processing Inter-company transactions between control accounts
- Reconciling control accounts
- Collate account data and generate financial reports, where required
- Inventory account maintenance

Debtor Management:

- Create and edit Customer accounts, create quotes and invoices
- Raise credit notes when required
- Allocate and post financial transaction details to subsidiary ledgers
- Reconcile debtor accounts and send statements
- Follow up on outstanding debt.

Creditor Management:

- Create and edit vendors, raise purchase orders and invoices
- Allocate and post financial transaction details to subsidiary ledgers
- Monitor creditors and general expenses
- Reconcile creditor accounts to statement for payment

Cash Control Accounts

- Support center employees to raise POS transactions and day end procedures
- Allocate creditor payments against creditor accounts
- Capture and reconcile pay card transactions
- Allocate debtor receipts against debtor accounts
- Provide relevant and timely input for cash flow projection
- Preparation of payment requests and approvals, including EFTs

Inventory Control

- Support center to perform monthly stock takes
- Process stock take count in system, raise variance journal and follow up on variances with center staff.

Financial Control

- Maintain control measures and checks within the accounting and financial processing activities to mitigate risks of errors, omissions and fraud.
- Monitor and report on accounting discrepancies
- Raise journals to correct reconciliation adjustments
- Prepare fixed asset purchases according to procedure
- Assist with annual budgets and monthly financial report queries
- Audit: Compile audit files and respond to audit queries
- Document filing & safekeeping

Technical Skills

- Knowledge and understanding of Generally Accepted Accounting Practice (GAAP) which are the generally accepted guidelines for financial accounting.
- Knowledge and understanding of costing, budgeting and finance concepts and the understanding and application of related processes and procedures
- Knowledge and understanding of legislation and relevant regulatory requirements

Behavioral Skills

- Generating Ideas: Ability to generate alternative ideas or solutions to increase the probability of finding a good solution
- Adopting Practical Approaches: Adopting practical solutions with an emphasis on learning by doing
- Examining Information: Effective at probing and analysing situations efficiently and accurately
- Documenting Facts: Emphasizing logical reasoning supported by a fact based or objective approach
- Completing Tasks: Completing tasks and projects in a structured manner by employing effective planning and prioritising skills.
- Meeting Timescales: Adhering to time scales and meeting deadlines
- Empowering Individuals: Empowerment of others which includes encouraging others, motivating as well as inspiring them

Preferred Skills

- Knowledge of and Experience in Health Services would be advantageous
- Minimum Level 1: Type of Qualification: Matric
- Field of Study: Finance & Accounting
- Minimum Level 2: Type of Qualification: Diploma or Bachelor's Degree
- Field of Study: Finance & Accounting

Experience

- 2 -3 years' experience in a Financial Officer role

All interested persons who meet the key requirements may submit applications. All applicants must submit their CV and certified copies of formal qualifications to: careers@stjohn.org.za no later than 17 October 2022.

No late applications will be entertained after the closing date. If you are not contacted within 30 days of your application, please consider your application unsuccessful



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