

Financial Accountant Full time

Head Office – Westcliff (Gauteng)

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 Accountant at its Head Office in Westcliff. The successful candidate will be responsible for compliance with accounting policies, processes and procedures through the timely gathering, processing, and analysing of financial data relating to the centres.

Key Performance Requirements:

1. **Treasury processing**
 - Review and release payment requests in accordance with the payments policy.
 - Communicate effectively and timeously with internal and external stakeholders regarding the status of payment requests.
 - Timely and complete upload of all bank transactions into the general ledger review.
 - Allocate payments and receipts to control accounts.
 - Review reconciliations to facilitate payments to creditors and pay card top ups.
2. **Treasury management and financial control**
 - Proactively anticipate and follow up on payment request submissions by maintaining a schedule of regular expenditure and payment due dates.
 - Manage expenditure by evaluating the validity and timing of payments.
 - Monitor and guide team members to ensure the timely allocation of receipts to debtor's accounts and payments to creditor's accounts to ensure that control account balances are cleared on a timely basis.
 - Timely preparation of all bank, investment and control account reconciliations
 - Assist management with cash flow forecasting and management.
3. **Payroll Input Oversight**
 - Proactively ensure the timely submission of monthly payroll inputs with a high-level review of monthly variances.
4. **Tax processing**
 - Prepare calculations for the submission of tax returns on a timely basis.
 - Load tax payments.
5. **Financial management and control**
 - Monitor controls to ensure that the accounts accurately reflect cash, debtor, and creditor balances.
 - Assist with the review of accounts for month end and year end reporting and preparation of reconciliations.
 - Assist with the preparation for the annual external audits and be the main point of contact.
 - Examine financial records to check for accuracy, resolve queries by gathering data and escalate and resolve any issues identified with the relevant team members.

Core skills & Competencies.

- An analytical mind, attention to detail and professionalism are necessary for this role.
- Negotiation skills and the ability to develop strong working relationships.
- Commercial and business awareness
- Strong problem-solving abilities
- Excellent written and verbal communication and people skills, with the ability to interact collaboratively with internal and external stakeholders.
- A desire to probe further into data and a commitment to accuracy in financial reporting.
- Strong time management skills and the ability to meet deadlines.
- Dependable with exceptional integrity who places a high value on relationships with customers, co-workers, and stakeholders.

Qualifications and Experience

- A Bachelor's degree (preferably Hons) in finance, accounting, or a related field with completed articles
- A minimum of 5 years' experience in financial reporting
- Proficiency in Microsoft Office suite, particularly excel.

All applications to careers@stjohn.org.za before 30 April 2024