

# VACANCY

## Finance Grants Officer

04 June 2019



**NACOSA**

### SUMMARY

Vacancy	Finance Grants Officer
Role description	NACOSA is looking for a suitably qualified candidate within South Africa for the position of Finance Grants Officer (Grants Officer) who will be an integral member of the team that contributes toward the internal financial control systems. The position will support the Finance Grants Manager in the efficient and effective monitoring and running of the financial administration and donor reporting as well producing monthly management reports on Sage Evolution and Microsoft Excel. The position requires significant liaison with internal Global Fund national and provincial units and staff. Proven work experience in preparation of monthly accounts and reports, including a chart of accounts up to balance sheet. Ability to handle the internal auditing to ensure compliance to internal, funder and statutory requirements, standards and procedures. Proven work experience in a similar accounting position, preferably in the non-profit sector, supported by a tertiary qualification in Accounting. Completion of SAICA articles will be given preference. Strong planning and time management skills, along with excellent communication and correspondence capability are essential, as is the need to deal with all stakeholders and staff.
Location	Cape Town
Questions to	<a href="mailto:hr@nacosa.org.za">hr@nacosa.org.za</a>
Application	<a href="mailto:hr@nacosa.org.za">hr@nacosa.org.za</a>
Deadline	<b>24h00 on Sunday, 16 June 2019</b>

South Africa has the highest number of people living with HIV in the world – over 7 million people. To turn the tide on HIV and AIDS, we need to bring all sectors of society together and strengthen the community systems that support people.

NACOSA is a networking organisation that brings communities together to tackle HIV and its impact on vulnerable people. We have a 19-year track record of working with donors, government and communities to strengthen community systems and turn the tide on HIV, AIDS and TB.

We do this through mobilizing our network of over 1,700 organisations, promoting dialogue between government and affected people, building capacity with accredited training, mentoring and technical assistance and channeling resources to support service delivery on the ground, particularly for children and youth, key populations and women and girls.

### The Finance Grants Officer role

The Finance Grants Officer position supports and delivers on NACOSA's Global Fund grant implemented across 7 provinces in SA, reporting to the COO.

The key performance areas and responsibilities of the role are:

### Monthly Reporting

## **Receive Reports from SR's and Perform Quality Control Procedures thereon:**

### ***Completeness Procedures***

Maintain the database tracking sheet with appropriate dates reports have been received

Perform completeness checks in line with the SOP

Report on sub-recipients that are not-complying / any other matters

Liaise with stakeholders to get the reports to a state they are complete and ready for further review

### ***Validity and Accuracy Procedures***

Perform procedures on sub-recipients reports on:

- Cash recons
- Analytical procedures on actual expenditure vs budget
- Detailed procedures on a sample of expenditure reported
- Prepare a notice of findings (report to the sub-recipient on weaknesses identified)
- Prepare a rating of the sub-recipients report for the month

### ***Payment Recommendation***

Calculate a reasonable payment for recommendation

Payment recommendation tool completed

Meet with the programme specialist, M&E officer and other support staff to discuss findings and to compare finance vs. performance.

Prepare a payment requisition with supporting documentation

### ***Feedback to SRs***

Return the final reviewed report to the sub-recipient in time

Provide feedback to the sub-recipient on the report

### ***Finalisation***

Process the monthly expenditure reports into Sage Evolution

Agree the Sage Evolution report balances to the sub-recipients report

## **Mentoring and Training**

To identify sub-recipients that require training and/or mentoring

Provide training on finance and governance needs identified

Monitor the grant conditions as per the grant agreement with the sub-recipients

Maintain a permanent file for each sub-recipient (contract, changes to contracts, bank details and other)

### **AUDIT AND OTHER**

#### **AUDIT**

Assist with audit requests made by NACOSAs auditors and the sub-recipients auditors

Assist with funder requests relating to sub-recipients

Assist with management's requests relating to sub-recipients

Identify high risk sub-recipients that may require an audit or site visit

Conduct internal audits or site visits on sub-recipients that were identified

Perform close-out procedures on sub-recipients where the grant agreement is ended

#### **OTHER**

Assist with and perform month end and year-end financial procedures

Maintain the asset register and perform verifications when visiting sub-recipients

Provide input into training materials and needs, sub-recipient financial policies and procedures

Other ad-hoc tasks that may require assistance by the finance and grant management team

## **Minimum Required Qualifications:**

- Academic degree in Accounting;

- Minimum 3 to 5 years' experience as an accountant;
- Fluent in English and a local language (written and spoken);
- Strong interpersonal skills;
- Proven experience in mentoring and training
- Advanced computer literacy in Microsoft Word, Outlook, Excel, Access, and an Accounting Package.
- Willingness to travel nationally.

**Personal Competencies:**

- Problem solving, trouble shooting, organisational, analytical and planning skills;
- Ability to multi-task, pay attention to details, and prioritise to meet deadlines;
- Excellent communication skills;
- Ability to work under stress and to work overtime when needed
- Demonstrate sensitivity, respect, honesty and fairness in interactions.

Remuneration will be competitive, based on skills and experience.

**To apply:**

- Forward your most recent CV to [hr@nacosa.org.za](mailto:hr@nacosa.org.za)
- Complete and submit the [NACOSA Employment Application Form](#).

**CLOSING DATE:** 24h00 on 16 June 2019

**PLEASE NOTE:**

- Only short-listed candidates will be contacted. If you have not been contacted within 2 weeks consider your application as unsuccessful. NACOSA reserves the right not to make any appointment in this position.
- NACOSA respects the privacy of its stakeholders and will treat all personal information provided in line with our recruitment policy and in accordance with the Protection of Personal Information Act.

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## **NETWORKING HIV & AIDS COMMUNITY OF SOUTHERN AFRICA - NACOSA**

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