



Amref Health Africa in South Africa

VACANCY: PROGRAMMME ACCOUNTANT

Amref Health Africa is an International nongovernmental organisation founded in 1957 as the Flying Doctors of East Africa to provide critical health care to remote communities in East Africa and has since grown to become the main African based international organization working in health development. Amref is currently implementing more than 140 programmes and projects through its offices in Eastern, Western and Southern regions of Africa. Amref's vision is for "lasting health change for Africa". Its mission is to ensure that every African enjoys the right to good health by helping to create a vibrant network of informed communities that work with empowered health care providers in strong health systems. We believe the power to transform Africa's health lies within its communities. Amref health Africa in Southern Africa is inviting applications from suitably qualified, motivated, hardworking and enthusiastic individuals of South African origin to fill the vacant positions on **Fixed Term Contract** tenable at **Centurion CBD, Gauteng Province, Republic of South Africa.**

Program Accountant

Basic function of the Job:

Reporting and Supporting the Regional Finance Manager, the incumbent shall ensure provision of an effective financial management and administrative system for Amref Health Africa in Southern Africa field offices.

Duties and Responsibilities:

Responsibilities will include, but not limited to the following:

1. Provide leadership and technical financial support to Assistant Programme Accountants and Finance Assistants
2. Ensuring that project specific audits in the programme areas are carried out and coordinated by the Assistant Program Accountants/Finance Assistant.
3. Participate in both entry and exit meetings including dealing with various queries during the course of the audit where necessary and responses to management letters.
4. Ensure recommendations by the auditors are implemented immediately so that they do not appear again in the subsequent years.
5. Assist the Regional Finance Manager with the preparation of the Annual Financial Statements for the Field Offices.
6. Prepare the Grants Analysis Schedule, Funding source by donor and country schedule, facilitates provision of grant agreements, analysis of restricted and unrestricted grants, analysis of grants receivable and unexpended grants at year end, analysis of programme expenditure by programme area among other schedules.
7. Collate and summarize all operational budgets for all cost centers in Country Office into the standard schedule for further review.
8. Prepare the projected SA 3 year Plan & Budget in the format provided for further review.
9. Post approved budgets into Sun System, Ledger B (Board Approved) and Ledger E (Revised).
10. Review all proposal budgets prepared by Assistant in conjunction with the Project/program staff.
11. Prepare donor financial statements, reports and call down request as specified in the respective grant agreements and other internal financial reports
12. Prepare monthly progress report to the management on project funding status and cash management
13. Review of monthly income and expenditure statements with project Managers and Head of Programmes
14. Conduct bank reconciliation for all bank accounts and approval of PRs/LPOs and LPO alterations.
15. Run tax reports; submit VAT returns to SARS and Serve as Amref Public Officer

Qualifications, experience and key competencies required:

- Bachelors degree in Accounting, Business, Finance or related field;
- At least 4 years of progressive work experience in donor funded projects.
- Full professional accounting qualification;
- Hands on experience working with a computerized accounting system preferably with

Sun System applications and excel spread sheets; and

- Thorough understanding of South African tax laws, International Financial Reporting Standards and experience in application and enforcement of the standards.
- Excellent communication, organizational and reporting skills, team player, trustworthy and responsible.
- Excellent attention to detail.
- Able to work under strict deadlines.

If you meet the above requirements, deliver your application letters (Clearly indicating the title of the position being applied for in the e-mail address subject line), up-to-date CV with 3 traceable referees, 2 of whom should be your most recent employers to the following address:

Recruitment.Malawi@Amref.org

Applications received later than Friday, 28 April, 2017, will not be considered. Selection Interview's and Date of commencement to follow soon.

Only shortlisted candidates will be acknowledged

Amref Health Africa in South Africa is an Equal opportunities Employer