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FINANCIAL ACCOUNTANT TWO YEAR FIXED TERM CONTRACT HEAD OFFICE

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

The Desmond Tutu HIV Foundation is currently recruiting for an experienced Financial Accountant to provide appropriate financial supervising, processing and support services to the stakeholders managers and general staff within the operational units in accordance with DTHF requirements, policy and procedures.

Requirements:

- Degree/Diploma/Certificate in Accounting with 3-5 years working experience in a similar role
- 1 / 2 years of team supervision
- Knowledge of financial practice
- Knowledge of generally accepted accounting principles and procedures
- Knowledge of DATA management and financial data analysis
- Knowledge of relevant financial legislations and regulatory requirements
- Computer literacy, Ms Office (highly proficient in Excel) and SAP R/3 or Business 1
- Strong verbal and written communication
- Strong planning and organizing skills
- An analytical mind
- Ability to develop strong interpersonal relationships
- Information collating and monitoring skills
- Deadline-orientated and an ability to stick to time constraints
- Keen attention to detail
- Problem analysis and solving skills
- Excellent work standards
- Ability to maintain confidentiality

Values fit: Passion, Innovation, Progress, Integrity, Respect and Excellence

Responsibilities

- Manage financial accounting activities for business operations
- Prepare, submit and review financial reports

PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

www.desmondtutuhivfoundation.org.za

- Ensure financial records comply with company policies and accounting principles
- Prepare budgets (for the entire company and by department)
- Supervise and assist the finance team
- Comply with relevant IFRS reporting requirements
- Maintain internal controls
- Review financial records and transactions
- Handle TAX / SARS Issues
- Organize company books and records in preparation for annual and project audits

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 17th December 2018 Job reference: #DTHF/C052. Incomplete applications will not be considered. Only online applications submitted via our job portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za