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**FINANCE ADMINISTRATOR
FIXED TERM CONTRACT, 1 MAY 2019 - 30 SEPTEMBER 2019
KLIPFONTEIN / MITCHELLS PLAIN DISTRICT**

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 purpose of this position is to ensure smooth financial administration of projects and provide financial administration support to the Senior Finance Officer.

Requirements:

- Post Matric qualifications in Finance
- Minimum of 2-3 years financial administration experience; preferable in a research environment
- Knowledge of financial practices
- Computer Literacy, MS Office (Excel intermediate) and SAP
- Fluent in English
- Excellent interpersonal and communication skills
- Attention to detail
- Time management
- Planning and organising
- Ability to work in a team
- Ability to maintain confidentiality

Responsibilities:

- General Administration
 - Maintain project files
 - Manage project assets
 - Support Senior Finance Officers
 - Support Project Purchase Officer
- Financial Administration
 - Perform expense reconciliations and monitor expense allocations
 - Prepare Budget vs Actual reports
 - Assist with ledger and bank reconciliations
 - Journal entry, monitor financial adherence and assist with audit preparation

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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

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 April 2019 Job reference: #DTHF/C016. Incomplete applications will not be considered. Only on-line applications submitted via our jobs 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 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.desmondutuhivfoundation.org.za