

JOB & PERSON PROFILE
Financial Officer - Part-Time



Job Title: Finance Officer
Reporting to: Branch Manager & National Finance Manager
Place of Work: MES Kempton park
Job Grade: C3
Hours: 15 hours per week; 3/8ths
Leave: 25 days p/a pro rata
Start date: 06th July 2018

Job Purpose:

Ensure that all financial control & related admin, bookkeeping, assets & logistics are managed. Reporting on all financial matters to all relevant stakeholders on a regular basis.

Person specifications:

- Passionate about developing and serving poor people
- High level of personal integrity and dependability
- Be energized by doing detailed work and delivering high quality output
- Be able to work independently.
- Must be able to work under pressure.
- Supportive of Christian values and spirituality, given the Christian character of MES

Requirements:

- Accounting degree, or three year f/t diploma, or at least 7 years' experience as bookkeeper
- Driver's license preferred
- Proficient in Microsoft Office and Quickbooks
- Experience in Pastel beneficial
- Experience in budget preparation and management report preparation preferred
- Administrative and organising skills required
- Experience in a management position will be beneficial

Job Description:

1. Financial

- Implementing of MES Financial policy ensuring responsible financial and asset management stewardship.
- Ensure that filing of all financial records such as bank statements, cheque requests, creditors etc. is kept according to the MES policy.
- Issuing of payments and obtaining the necessary approvals according to the MES policy.
- Ensuring the revenue cycle is done according to the MES financial policy including the issuing of invoices, receipts and banking.
- Full control of the branch's component of the accounting system (Quickbooks) insuring that data capturing, bank reconciliations, issuing of receipts and invoices is timeously completed.
- Debtor management and invoicing analysis



- Timeous working out of management accounts
- Constructive communication with financial service providers via, the bank, Quick books, auditors etc.
- Monthly financial report to Programme Managers, Exco and Directors.
- Draw up an annual budget and ensure programmes are kept to budget control measures.
- Developing and improving the MES financial management processes and policies in conjunction with the rest of the MES (npc) Finance Department.
- Authorising and making salary payments with the Branch Manager.
- Authorising and making payments to suppliers with the Branch Manager.

2. Reporting & Proposals

- Prepare and present monthly branch financial reports.
- Assist with funding proposals

3. Logistics

- Ensure that vehicle logbooks are completed correctly
- Ensure that vehicle licenses are received timeously
- Ensure that vehicles are kept in good condition
- Ensure storeroom control

PLEASE NOTE:

- *As the organization develops and new needs arise other duties could be renegotiated with the employee.*
- *MES is a Level 1 B-BBEE organisation and supports the employment and development of a regionally demographically representative personnel teams*