



## VACANCY

**POSITION:** Finance Officer  
**BRANCH:** MES Cape Town - Bellville  
**HOURS:** 08:00 – 14:00  
**SALARY:** R11 747.00

MES is inviting passionate and suitable candidates who wants to make a difference in the NPO field.

**APPLICATIONS:** email your CV to [glenda@mes.org.za](mailto:glenda@mes.org.za)

**CLOSING DATE:** 27<sup>th</sup> March 2020

The suitable candidate will be responsible for the day to day financial transactions of the branch. Ensure the Financial policies and procedures of the organisation are implemented and monitored as well as reporting to the relevant stakeholders on a regular basis.

**The suitable candidate must have;**

- Diploma OR Degree in Accounting or similar qualification.
- At least 2 years' experience in finance
- SAGE, VIP
- Knowledge of VAT and PAYE
- Drivers Licence
- MS Office Suite

**DUTIES & RESPONSIBILITES:**

- 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.
- Ensuring 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, auditors etc.
- Costing and Monthly financial reports to Branch Manager and Head Office.
- Assist in drawing the annual budget and ensure programmes are kept to budget control measures.
- Authorising and making salary payments with the Branch Manager.
- Authorising and making payments to suppliers with the Branch Manager.
- 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.