



ICAP at Columbia University

Job Description

Job Title:	Senior Finance Officer
Primary Report:	Finance Manager
Secondary Report:	Director, Global Support Hub
Location:	Centurion, South Africa

Position Summary:

Reporting to the Director, Global Support Hub, the Senior Finance Officer will provide support to the organization's day-to-day financial administration and the implementation of projects with a regional scope. Responsibilities include financial management and reporting as prescribed by the company policies and procedures, donor's rules and regulations.

MAJOR ACCOUNTABILITIES:

- Review financial documents to ensure that transactions are accurately recorded to the system and payments are processed on a timely basis.
- Review petty cash reconciliation to ensure adherence to the company's policies and conduct ad hoc petty cash counts.
- Prepare monthly financial reports as prescribed by the company's standard operating procedures.

- Prepare monthly projections for projects and submit wire requests to headquarters ensuring the availability of funds in the bank account to meet the financial needs of the organization.
- Prepare monthly variance analysis reports for all projects to improve budget accuracy and monitor actual spending.
- Review travel business expense reports to ensure that supporting documents comply with the travel policy of the organization.
- Monitor advance payments and ensure liquidation within a stipulated time as per company policy.
- Upload monthly financial packs including vouchers for payments, debit orders, deposits and journals to the OnBase online system.
- Reconcile VAT account for submission to SARS e-filing and ensure that invoices comply with VAT regulations.
- Verify inventory items quarterly to prepare for annual submission to HQ.
- Assist in coordinating the audit process together with the Finance team.
- Resolve ad hoc finance queries.
- Performs other duties as assigned.

EDUCATION:

- Degree in Finance, Accounting, or related field

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:

- 7 years of relevant work experience with at least 5 years working within NGO sector.
- Proficiency in Microsoft Office and MS excel.
- ERP system, online banking system and OnBase.

- Sound financial management, judgement, and work ethic
- Good analytical, decision-making, and problem-solving skills
- Excellent verbal and written communication skills
- Good interpersonal skills
- Paying attention to detail.
- Proven planning, organizing and adaptability.
- Team oriented and goal driven.

TRAVEL REQUIREMENTS

- No international travel required