

BOOKKEEPER: North-West Province

REF: NW-FIN006

WHO IS HIVSA

HIVSA is a non-for-profit company established in 2002 and is a strategic partner of Provincial Department of Health and Social development. We innovatively transform and empower individuals, socio-economic and health challenges that burden communities.

MAIN PURPOSE OF THE ROLE

The overall purpose of this role is to accurately record and manage financial transactions, involving tasks such as recording income and expenses, reconciling accounts, maintaining financial records, and generating financial reports.

It includes the maintenance of accurate financial transaction records through the administration of accounting records and providing support to management.

Overall, the purpose of the bookkeeper is to maintain financial transparency, ensure regulatory compliance, and support informed decision-making within the organization.

Minimum Requirements:

Education:

- Minimum of a matric qualification.
- A Diploma or bachelor's degree in commerce, Accounting, Business Administration, or a related field would be an advantage.

Experience:

- Minimum of 1 – 3 years' experience working with the Pastel Accounting and Payroll software packages.
- Minimum of 3 – 5 years' experience working in a bookkeeping or similar role.

Competencies / Skills / Attributes / Knowledge:

- Knowledge of SA statutory requirements i.e. VAT, UIF, PAYE, Income tax, COIDA, FICA etc.
- Ability to operate various accounting software packages, spreadsheets, and database programs.
- Maintain confidentially given the nature of the information being worked with.
- Demonstrated ability to develop and manage relationships with a wide range of stakeholders.
- Good decision making and problem-solving skills with the focus on innovation and continuous improvement.
- Excellent communication skills, both written and verbal.
- Detail and accuracy oriented.
- Good time management skills, ability to prioritize tasks and work towards deadlines and work under pressure.

Working Environment:

- The role is based in the North-west, the incumbent may be required from time to time, to attend meetings at HIVSA's Head Office located in Aeroton, Johannesburg.
- Follow a hybrid model of remote and office-based attendance as per company policy.
- Participate in high level on-site based activities to support program and implementation which include donor or other stakeholder site visits.
- May be required from time to time to travel to events outside of the normal office environment.
- May be required from time to time to participate in events and sessions outside of normal working hours.

Company Registration Number: 2002/006774/08 | PBO Number: 930016997, NPO Number: 141-568 |

Website: www.hivsa.com | Facebook: HIVSA | LinkedIn: HIVSA |

Directors: J Chinkumbi, (Chairperson), YP Naidoo (CEO), L Nachito, NC Mohajane, S Mohamed

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Additional Organizational Requirements:

- Valid driver's license required.

Key Performance Areas:

- Strategy - Implementation of financial strategy in three areas:
 - Financial Record Maintenance
 - Budget Monitoring and Reporting
 - Compliance and Reporting
- Financial Management - Record and maintain financial transactions.
 - Financial Reporting
- Stakeholder Engagement and Management - To build and maintain relationships, and provide support to the HIVSA stakeholders – the internal HIVSA staff, as well as external stakeholders such as donors, funding agencies, Department of Health, IDC, USAID etc
- Product and Services - Petty Cash and credit cards
 - Payments
 - Asset and Inventory control
 - Reporting
 - Banking Administration
 - Statutory
 - Travel and Fleet Administration
- Internal Organisational Processes -Mitigate and prevent risk through all activities and controls.
- People Culture - Participate in building an engaged and committed culture within HIVSA committed to the values and mission of the organization.

HOW TO APPLY

- Candidates that meet the requirements and are interested in the position should send motivation letter and CV with three contactable referees to:
The HR Manager, HIVSA, e-mail: hr@hivsa.com. Use **Ref Nr: NW-FIN006** in Subject line.
- **Closing date for application: 3rd of June 2024** (Whilst all applications will be carefully considered. Only shortlisted applicants will be interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.)
- **Compliance:** Kindly provide current and relevant references for background checks. All appointments are subject to the preferred candidates obtaining the necessary security clearance, reference checking and competency assessment.
- **EE:** We embrace employment equity and are committed to the achievement of fair and equal representation of our workforce. **Preference will be given to applicants residing in the Northwest Province and candidates from previously disadvantaged backgrounds.**