



SENIOR ACCOUNTANT ADVERT

Position: Senior Accountant – Meals on Wheels Community Services
South Africa in Bloemfontein

Requirements:

- 5 years accounting experience
- Relevant accounting/finance degree
- Valid drivers license
- Curriculum vitae with history of employment and contactable references
- Experience in the NGO sector will be a bonus

Skills and Competence:

Pastel accounting, VIP Payroll, Microsoft small business, Numeracy skills, Good interpersonal skills, financial management, Accounting skills

Core Function: Accounting and financial procedures at MOWCS
South Africa

Key areas of responsibilities

- Prepare and produce financial statements for the National Office
- Procurement processes
- Participate in budget preparation
- Payroll
- Facilitate and complete monthly close procedures
- Analyze revenues and expenses to ensure they are recorded appropriately on a monthly basis
- Meal Statistics processing
- Prepare monthly, bank, inter-company and project account reconciliations

- Assist with analyzing financial statements on a monthly basis and report on variances
- Assist with financial and tax reports
- Assist with preparing and submitting tax returns
- Corporate/donor reports
- Assist with quarterly project reports; analyzing and correcting discrepancies
- Assist in documentation and monitoring internal controls
- Supervise Petty Cash
- Preparing books for audits
- Internet banking
- Asset management
- Office supplies and stock
- Insurance processing for MOWCS National, Provincial/Area and Branches
- Processing of Earmarked Funds/Meal Subsidy
- Monitor compliance of distribution of Earmarked Funding/Meal Subsidies to MOWCS Provincial/Area and branches
- Constantly update job knowledge

✚ Salary will be based on the SDA denominational (SAUC) wage scale with due consideration of qualification and experience

Please submit your application, CV and certified copies of certificates to;

- Effort Bhebe
- Email: effort@mealsonwheels.org.za

The closing date is 20 August 2017