

Vacancy

One of our Field Partners in South Africa have the following vacancy that needs to be filled in **February 2025**.

Finance Reporting Internships x2 – 2 Year Program (Full Time - 40 hours per week)

WORK ENVIRONMENT

Staff engage in activities to support the persecuted Church in Sub Sahara Africa (SSA) and Latin America. Through our activities we aim to strengthen the local capacity of the Persecuted Church and work with the local Church as our partner.

PURPOSE OF THE ROLE

To manage month-end, year-end, and periodic reporting from sub regions and to ensure all information is accurately reported on FIMS; to support the regional finance Budget process for Finance and FIMS and to manage templates, portals, reports distribution for reporting.

LOCATION AND TRAVELLING

Based in Johannesburg, South Africa (in and around Alberton).

QUALIFICATIONS AND QUALITIES

- Committed Christian
- Driven to meet organisational goals and strategies.
- Dedicated and diligent
- Reliable and trustworthy
- High level of Integrity
- Efficient and accurate
- Strong attention to detail
- Well organized and friendly
- Team player
- Finance qualification
- Professional written and verbal communication
- Interpersonal and problem-solving skills.
- Good time management
- Proficient on Microsoft office and other financial systems
- Proficient on Financial Information Systems

KEY PERFORMANCE AREAS & RESPONSIBILITIES

Month End Reporting (5th to the 12th of every month)

- Support the Regional Reporting and Audit Manager to meet the OD, Regional and other reporting deadlines.
- Submission of Month Report templates to field offices with specific instructions
- Review Reconciliation of returned reports to Trial Balance
- Review Current Account and Cashbook Reconciliation
- Ensure upload of support docs are in FIMS.
- Report queries to manager and field.
- Assist in resolving field reporting queries.
- Ensure month end pack is complete, with Checklists etc.

Year End Reporting (Jan to March every year)

- Support the Regional Reporting and Audit Manager to meet the OD, Regional and other reporting deadlines.
- Assist in resolving and following up year-end queries.

Auditing Assistance (after month-end)

- Audit selection verification.
- Address and escalate receipt and supporting document queries.
- External audits – assist Reporting & Auditing Manager with OD and country requirements.
- Internal audits – prepare and assist in internal audits planned by the Reporting and Auditing Manager

Finance portal maintenance (monthly, ad hoc)

- Maintain Teams channel for upload of monthly and other financial reports by subregions/countries/other.

Financial Reports distribution (monthly, ad hoc)

- period end reports distribution to sub regions, head office and departments.

Finance and reporting template maintenance (monthly)

- create month-end templates and manage adjustments.
- Annual submission of Expenditure Forecast templates to field

Budget and system support – annually

- Assist with Budget finance process in meetings.
- FIMS uploads, queries, etc
- Maintain final budget working files, final budget summary archives.
- Create monthly reporting templates with new budgets for next year reporting in consultation with manager.

Administration and record keeping for regional finance.

- Administration for finance annual events
- Finance meeting notes/ minutes recording and circulation for the sub regional and other meetings.
- Maintain action items list.
- Training for users on systems
- Collation of documents
- PowerPoint and excel documents for regional finance.
- Maintain finance staff information.

Ad-hoc responsibilities as and when required by Line Manager and Regional Finance Management

APPOINTMENT PROCESS AND HOW TO APPLY:

Please apply for this position by submitting your CV and one A4 page that briefly outlines what you bring to this role and how God has prepared you. We also would like to receive references from your previous employer(s) and local church. Please ensure that your application reaches us at hr@od4africa.org no later than **5 February 2025**

Further information can be obtained from the abovementioned email address.