



Job vacancy: Finance Coordinator

Overview

Community led clinic monitoring is a system of community-developed and community-owned data collection and monitoring at the site of service delivery that leads to the implementation of solutions to respond to the evidence that communities have collected.

In this project the PLHIV Sector made up of the National Association of People Living with HIV (NAPWA), Positive Action Campaign, Positive Women's Network, the South African Network of Religious Leaders Living with HIV (SANERELA+), and the Treatment Action Campaign (TAC) will work together to implement this community led clinic monitoring mechanism that will be centrally coordinated, independent, and transparent. The main objective will be to improve the overall quality of HIV and TB service delivery thus allowing more people to begin and remain on treatment.

We are looking for a Finance Coordinator for the team on a full time, fixed term one year contract. The ideal candidate will be hard working, attentive to detail, and highly organised. The position is based in Johannesburg with limited travel required.

Responsibilities

- Coordinate and review project budget development and implementation
- Ensure that all grant budgets and financial reports are developed and reviewed in coordination with the project team
- Review and analyse grant expenditure on a monthly basis, and as required by the project leads
- Ensure accurate coding of grant expenses
- Provide regular feedback to the project team on actual vs planned expenditure
- Prepare financial reports and grant expenditure tracking records as mandated by the funder
- Take part in programme and project performance monitoring, evaluation and reporting with the project team, in accordance with donor requirements
- Ensure compliance with the Treatment Action Campaign and its donor's requirements
- Daily management of accounts payable related to this project, including paying and recording bills and reconciling accounts
- Ensure that various donor requirements are complied with in all grant transactions and processes.
- Effectively administer and manage sub-grants, including ensuring timely delivery of grant reports
- Play a role in ensuring that all audit queries related to the project are responded to in a timely manner, and that any audit recommendations are promptly communicated with the project team.



- Track all reporting deadlines related to the project, remind the project team of approaching deadlines, and ensure all reporting requirements are met on time
- Verify and arrange payments related to the project

Requirements

- Any equivalent combination of training, education, and experience that demonstrates the ability to perform the essential functions of the position. This might include:
 - At least 5 years of book-keeping or related accounting/financial experience, preferably in a non-profit setting;
 - Practical knowledge of financial systems, grants management, budgeting, internal financial controls, and other related procedures;
 - Experience on major international donor regulations (such as USAID, CDC, the Global Fund etc) is a plus;
 - University Degree in Accounting/Finance or professional accounting equivalent such as a national diploma.
- Good written and oral English communications skills;
- Strong computer skills, including a high degree of proficiency with Microsoft Word and Excel. Previous experience using QuickBooks, or other accounting software, is a plus;
- Demonstrable commitment to health and social justice;
- Great ability, and proven track-record, multi-tasking;
- Technologically and social media savvy;
- Highly organised and detail-oriented approach.

The closing date for applications is 30th August 2019.

To apply please send a cover letter, copy of your detailed CV, copy of driver's license, copy of your matric certificate and qualifications, and two contactable references by email to manti.mngadi@tac.org.za

Only shortlisted candidates will be contacted.

The Treatment Action Campaign (TAC) is hosting the project and is an equal opportunity employer. People living with HIV, people living with disabilities, women, people of color, and LGBTQIA+ candidates are strongly encouraged to apply.