

### Identification of Position

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| <b>Position Title:</b>           | <b>Financial Officer</b>                              |
| <b>Location:</b>                 | <b>Fourways, Gauteng South Africa</b>                 |
| <b>Reports to:</b>               | <b>Senior Operations Manager</b>                      |
| <b>Starting date:</b>            | <b>ASAP</b>   |
| <b>Contract type:</b>            | <b>Fixed Term Contract</b>                            |
| <b>Deadline for application:</b> | <b>26<sup>th</sup> April 2024 – close of business</b> |

### Organisational Context

Witkoppen Clinic is an award-winning BBBEE primary healthcare clinic and social welfare organisation based in Fourways, Johannesburg.

We serve the neediest and provide excellent healthcare to the informal settlements in the Northern Johannesburg area. Witkoppen prides itself that all its patients are treated with dignity and respect as people are treated holistically.

### Employment Equity

Once the affirmative action targets have been met in terms of the Employment Equity Plan of Witkoppen, in any given lifecycle of the Plan, Witkoppen shall thereafter make any appointment in terms of the principle of “suitably qualifying candidate” which shall be based on merit.

### Relationships

He/she reports directly to the **Senior Operations Manager**

### Financial Officer Responsibilities

- General ledger processing, reconciliations, and administration
  - Supervise the procedure of intermittent and annual stock in Pharmacy to ensure compliance with audit requirement, policies, and procedures.
  - Prepare monthly management reports, budget variance reports and statement of financial position.
  - Processing of monthly journals – provisions, project allocations
  - Liaison with auditors for donor and statutory audits
  - General ledger reconciliations
- Donor and management reports
  - Generate monthly, quarterly, six monthly and annual budget variance reports (including objectives and activities) or when required by the Executive Director, CFO, Business Development Manager or Senior Operations Manager.
  - Compile donor reports and ensure reports are signed off by the Senior Operations Manager or CFO before submission
  - Compile salary costing and budget variance schedules monthly for all donors, departments, objectives and activities as required
- HR administration
  - Prepare documentation for admission of new employees and employees leaving the pension or provident fund, administer and reconcile pension / provident fund contributions
  - Process correctly filled leave forms on the VIP payroll system monthly
  - Provide inputs for the monthly management HR report

- Payroll & payroll system administration
  - Load new employees on VIP after verifying supporting documentation.
  - Prepare, print and distribute only pay slips on request
  - Balance salaries to VIP system and compile monthly salary journal and cost allocations to the various departments, objectives and activities
  - Reconcile all salary control accounts on a monthly basis
- Statutory administration
  - VAT reconciliation and filing on the SARS system as scheduled
  - Annual Return compilation and lodging with CIPC as scheduled
  - Ensure the Employment Equity report from VIP has accurate information for submission as scheduled

**The incumbent needs to have the following:**

- Advanced Diploma or degree in accounting/ financial management
- Studying towards a professional qualification – ACCA/CIMA will be an added advantage
- 3+ years' experience of donor funding and reporting
- Advanced experience in using Pastel Evolution and VIP Payroll
- Advanced Excel skills an added Advantage

**Technical Skills:**

- Ability to interact with senior members of the organisation, good communication skills, and interpersonal skills
- Ability to act independently and be a team player
- Agile, responsive and show initiative
- Good people skills with patients and staff
- Attention to detail, accurate and consistent, logical thinking and excellent cognitive reasoning
- Dedicated, responsible and committed
- Good computer literacy and be able to read and write with understanding.

Any individual who meets the pre-requisites will be considered.

Interested persons may apply by sending their application/CV to [hr@witkoppen.co.za](mailto:hr@witkoppen.co.za)