



Senior Accountant

Purpose of the Position:

The position is primarily responsible for supporting the financial responsibilities of the EWT Support Service Departments and EWT Programmes. This includes the review and timely recording of transactions and thereafter the filing of all documentation related to financial documents in the specific online finance folders. S/he will be responsible for ensuring correct recording and consolidation of accounting data for both internal and external use, compiling of accurate donor reports, as well as ensuring timely submission of said reports to the programme managers and donors. The Senior Accountant will work closely with the Head of Finance & Governance, the Finance Manager and the rest of the finance team to ensure effective management, administration, and execution of the finance function.

1. Key Responsibilities:

Data Entry and Accounting Functions:

- Accounts payable – trade creditors and credit card - review, reconcile, capture, and process uploads in AP module.
- Ensure that all proper procedures have been followed for procurement of both goods and services and that all necessary supporting documentation is available for all procurements.
- Accounts receivable – review, reconcile, capture, and process uploads in AR module.
- Prepare invoices and statements as requested by Managers and monitor receipts.
- Prepare invoices for funds drawdown as per requirements of donor and monitor receipts.
- At every month's end, agree on the Accounts Payable and Receivable modules to General Ledger.
- Processing of regular and non-regular journals for approval by the Finance Manager.
- Review Cashbook uploads before being authorising uploading to Pastel.
- Participate in month-end and year-end closing processes.
- Gather, analyse, summarise, and/or interpret accounting data in a way that is easily understood as and when necessary and required.

Grants Management:

- Prepare donor financial reports and submit them to the Head of Finance & Governance for review, approval, and signing, before submission to Programme Managers and donors.

Auditing Function:

- Assist with the preparation of audit schedules and supporting documentation in a timely manner, both before and/or during the audits.
- Responding to queries from auditors in a timely manner.

Vehicle Management:

- EWT Fleet administration, including licenses, fines, and applications for installation of tracking system.
- Maintain records of all EWT Fleet and coordinate with staff who are allocated vehicles.

Filing Function:

- Maintain an orderly, complete, and effective online filing system of accounting and financial records and documents of the organization.

Other:

- Banking – loading payees in Business Online.
- Responding to queries from banks, insurance broker, stakeholders and EWT staff.
- Execute any other tasks that may be assigned by the Head of Finance and Governance as required of the job.

2. Minimum Qualifications, Experience, and Competencies Required:

- B. Comm/B.A. degree in business administration, finance, accounting, management, or related field required.
- Minimum of five + years' experience in finance and accounting position.
- Advanced Excel skills highly desirable.
- Advanced knowledge of and experience with SAGE Pastel or similar accounting packages.
- Experience working in donor-funded organizations highly desirable.

3. Personal Attributes and Interpersonal Skills:

- Ability to communicate effectively with colleagues and associates at all levels
- Disciplined and self-motivated.
- Able to work independently and as part of a team.
- Proactive, innovative and energetic.
- Collaborative and diplomatic yet assertive.
- Results-oriented.

4. Why work for us?

By working for one of the most effective conservation NGOs in the region, working for the EWT offers the opportunity for growth, personal satisfaction, and fulfilment. We are a highly congenial organization with a focus on staff empowerment, individual development, and building strong relationships. This position will be based at the Endangered Wildlife Trust Head Office (Midrand).

To apply, please click on the link form <https://forms.office.com/r/4tYtipuhMt>

Applicants who have not been contacted within 10 working days of the closing date must please assume that their application was unsuccessful. The EWT reserves the right not to make an appointment. All applications will be treated in the strictest confidence.

Closing Date: 23 September 2022