

Email: info@nalibali.org **Website:** www.nalibali.org **Twitter:** @nalibaliSA **Facebook:** nalibaliSA

Finance Assistant (Fixed Term Contract)
Fixed Term Contract ending 31 December 2019

Nal'ibali (isiXhosa for "here's the story") is a national reading-for-enjoyment campaign. It seeks to spark and embed a culture of reading across South Africa, so that reading, writing, and sharing stories – in all South African languages – is part of everyday life.

Children who are surrounded by print and immersed in great and well-told stories – in languages they understand – are more curious, confident and motivated to learn. They develop vocabulary, strengthen memory, and nurture imagination. They're more likely to become readers themselves, and to do well in school across all subjects. Since 2012, Nal'ibali has worked with state, civil society and business partners to make sure every South African child has opportunities to fall in love with books and stories. This includes founding partners DGMT, PRAESA (the Project for the Study of Alternative Education in South Africa) and Tiso Blackstar (formerly Times Media). Through advocacy, training, and high-quality reading material, Nal'ibali is helping to nurture a reading nation.

The Finance Assistant will provide professional and responsive finance support to the Nal'ibali team.

Responsibilities: Finance Administration

- Preparing timely and accurate consolidated monthly accounts, financial and management reports.
- Perform monthly bank and balance sheet reconciliations.
- Prepares monthly financial forecasts, including cash flow forecast.
- Maintains restricted and unrestricted funds balances.
- File all financial records and vouchers as per Nal'ibali financial policies and procedures.
- Review and ensure timely settlements of receipts for staff business advances.
- Captures and upload financial transactions including payroll data onto Pastel accounting system.
- Monthly calculation, processing and submission of VAT returns.
- Support the internal and external audit processes.
- Provides cover for Chief Financial Officer when required

Requirements:

- Academic qualification with a minimum Accounting Degree/Diploma.
- At least three years NGO experience with intermediate knowledge of accounting practice and principles.
- Pastel accounting knowledge is a must.
- Strong inter-personal skills and proven experience of working in teams.
- Knowledge of USAID and other International Donor rules and regulations will be an added advantage.
- Computer skills including spreadsheets (ideally MS Excel) and word-processing (ideally MS Word).
- Written and verbal communication coupled with listening skills.
- Knowledge of, and exposure to development and humanitarian programme work.



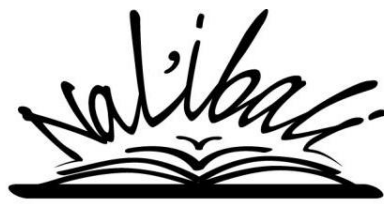
Tel: +27 (21) 448 6000

Call centre: 021 180 4080

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Trust number: IT000547/2016(C)



It starts with a story...

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- Outstanding organising skills.
- Self-management abilities and self-awareness.
- A “can do” and willing attitude to work and service excellence.

Note: candidates should be available to attend interviews soon after the closing date and be able to start immediately.

Closing date: 19 March 2019

Should you meet the above requirements, please email your motivational letter and CV to work@nalibali.org with your name and surname, position title on the subject line, (e.g. Name Surname: Finance Assistant).



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