Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Accountant</th>
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<tbody>
<tr>
<td>Contract Duration</td>
<td>Permanent full-time position</td>
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<tr>
<td>Team/Office</td>
<td>PSI Sub-Regional Office for Southern Africa, Johannesburg</td>
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<td>Travel Requirements</td>
<td>Occasional international travel, mainly within the sub-region</td>
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Overall responsibilities:

The accountant will carry out the day-to-day bookkeeping of the sub-regional office, ensuring that it is done in a timely and accurate manner in accordance with the organisation's procedures and principles and local legal requirements. This will include recording income and expenditure for PSI core budget as well as project activities. The accountant also oversees general administration of the sub-regional office.

Tasks will include but not be limited to:

1. Accountant

   - Manage the bank accounts and petty cash in the sub-region and recording all movements
   - Monthly reconciliation of bank statements and petty cash registers
   - Record and pay incoming invoices
   - Accounting for membership fees paid locally
   - Register and check project activity expenditure
   - Monitor the cash position and making fund requests to head office when required
   - Submit monthly reporting to head office for consolidation
   - Carry out annual closing transactions and preparing financial statement according to local requirements
   - Organise and accompany the annual audit of sub-regional office accounts and projects
   - Assist the Sub-Regional Secretary with preparing the office budget

2. Administration

   - Handle routine contacts and orders with suppliers including travel agents, cleaning services, IT and technical services, insurance companies, etc.
   - Support the Sub-Regional Secretary in contract negotiations with suppliers
   - Maintain staff records, monitor staff leave and liaise with the payroll provider for salary payments and related
The chosen candidate will be expected to suggest areas for improvement and to actively participate in changes to procedures and tools.

The list of defined tasks is not exhaustive. Other tasks may be assigned by the Sub-Regional Secretary or Finance Manager.

**Supervision:**
The position reports to the Sub-Regional Secretary and Finance Manager (Head Office).

**Main Functional Links:**
The Accountant will work closely with:
- Sub-Regional staff including project coordinators
- Finance staff in the Head Office (HO)

**Selection criteria:**

**Training**
- A degree in accounting

**Knowledge and Qualities**
- Excellent command of MS Office (Word and Excel in particular)
- Experience of working with accounting software, Microsoft Dynamics Business Central is an advantage
- Attention to detail and good deadline management
- Excellent team player, able to communicate with colleagues from different backgrounds
- Proven commitment to gender equality

**Experience**
- At least two (2) years of experience in accounting and financial management preferably within the trade union movement, civil society or equivalent. Previous time working with project accounting would an advantage

**Language skills**
- Excellent English communication skills (oral and written)