



**POST : PROJECT FINANCE OFFICER (TWO YEARS CONTRACT)**  
**SALARY : NEGOTIABLE ACCORDING TO QUALIFICATIONS AND EXPERIENCE**  
**CENTRE : PRETORIA**

#### **QUALIFICATION: EXPERIENCE AND KNOWLEDGE**

- Bachelor degree in accounting and a valid driver's licence.
- A minimum of 3 years articles experience.
- Knowledge of computerised accounting software.
- Knowledge of PFMA, Treasury Regulations, Preferential Procurement Policy Framework, and Generally Recognised Accounting Practice (GRAP).

#### **SKILLS:**

- Project management and Good communication skills.
- Technical skills relevant to the project and understanding of budget control.
- Organizing and planning skills.
- Excellent interpersonal and networking skills.

#### **BEHAVIOURAL ATTRIBUTES**

- Ability to work independently.
- Ability to build good working relationship with project managers.
- Attention to details.
- Logical thinking with creative problem-solving ability.
- Able to work with limited supervision.

#### **KEY RESPONSIBILITIES**

- Setting up financial reporting templates for sponsored projects.
- Preparation and maintenance of project budget to ensure data is complete and maintained on a timely basis.
- Ensure that project expenditures are adequately tracked according to the agreed project budget.
- In coordination with the Project Implementation Manager and Senior Managers of the projects prepare and regularly update the spending plan, i.e. Keeping relevant project managers and Senior Managers informed of the incoming and outgoing project funds.

- Review the payments requirements and ensure targets and milestones are in alignment with the payment schedule and cash flow projections.
- Prepare budget versus actual expenditure and the report should include brief commentary on matters arising as identified from the report.
- Prepare quarterly financial reports as required by the project sponsors, ensuring it is complete, accurate and produced on a time to ensure adequate review, approval and submission to the Project Implementation Manager.
- Prepare and consolidate monthly invoice and expenses projection.
- Monitor cash flow and prepare cash flow forecasts.
- Provide assistance to the Internal and external auditors on project management audits.
- Provide support on inventory management in the provinces
- Ensure proper management assets and inventory relating to projects.
- Prepare reconciliations on inventory and assets relating to the projects on a monthly basis.

**PLEASE NOTE: Shortlisted candidates will be subjected to verification of all their credentials (Employment history, Qualification, Criminal, Fingerprint Screening and any other checks as deemed necessary)**

Please forward your applications to [hr@namc.co.za](mailto:hr@namc.co.za), closing date: 19 August 2016. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.