

	<b>KICK4LIFE TRUST ADVERT</b>	Posted April 15, 2021
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Position	Finance Officer
Department	Finance
Line Manager	Finance Director

*Join the change*

To provide proactive, efficient, timely and relevant accounting and finance service to the Social Enterprise management at a level of detail necessary to understand the business evolution in terms of sales, costs, expenses and operating results. Key responsibilities include to: prepare business reports by business line (class) on timely basis; prepare payroll taxes (PAYE) report; prepare payment to suppliers ensuring that all processes and authorisations have been followed; prepare bank reconciliations on a monthly basis and obtain approval; prepare schedules and reconciliations for all the accounts, especially those with a sub ledger; and actively participate in the financial statements audit.

**Main Accountabilities**

**1. Area 1: Management Accounting**

- 1.1. Assist in the preparation of monthly, quarterly and annual financial reports
- 1.2. Collaborate to develop the SE budget with respective managers and report variances between budget and actuals
- 1.3. Assist the No7 Restaurant with controlling stock and finding reasons for variances in POS and stock on hand

**2. Area 2: Financial Accounting**

- 2.1. Keep accurate records for all daily transactions
- 2.2. Process invoices
- 2.3. Record accounts payable and accounts receivable
- 2.4. Update internal systems with financial data
- 2.5. Reconcile bank statements
- 2.6. Participate in financial audits
- 2.7. Track bank deposits and payments
- 2.8. Prepare payroll and make monthly adjustments for overtime, bonus and PAYE

**3. Area 3: Taxation**

- 3.1. Ensuring that VAT is paid and remitted to LRA on time
- 3.2. Prepare and ensure payment of PAYE related to salaries, vacation and severance payments
- 3.3. Identify, prepare and ensure payment of the WHT applicable to services received
- 3.4. Obtain tax clearance certificates for all business lines as required

**4. Area 4: Internal Control**

- 4.1. Collaborates with the restaurant and inn staff to promote a healthy internal control environment
- 4.2. Regularly review policies and procedures to ensure internal controls are properly working, especially those related to segregation of duties where cash and inventory are concerned

**5. Area 5: Other Duties**

- 5.1 Assist in Tour implementation and promotion, as requested
- 5.2 Assist in operational and programmatic fundraising initiatives
- 5.3 Comply with and uphold all of Kick4Lifes's Policies and Procedures
- 5.4 Maintain professional conduct at all times
- 5.5 Undertake such other duties as may be reasonably requested
- 5.6 Enforce and participate in F.C. community service activities at Kick4Life and offsite, within the community



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**Qualifications and Experience:**

Essential:

- Tertiary qualification in Accounting or Finance
- Solid knowledge of financial and accounting procedures
- Experience using financial software, preferably QuickBooks
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data

Desirable:

- Experience working in an NGO

**Work Based Skills and Competencies:**

Essential:

- Demonstrated passion for promoting sport for development
- Ability to effectively liaise with multi-disciplinary teams and a variety of stakeholders to achieve goals
- Ability to multitask between various spheres of the organization and activities
- Demonstrates strong verbal and written communication skills in English and Sesotho
- Organised
- Reliable
- Adaptable
- Solutions-oriented
- Independent
- Service-minded

Desirable:

- Demonstrates a growth mind-set
- Ability to think strategically
- Proficiency with Excel

**How to Apply:**

If you meet the requirements and are motivated to work helping others in a multicultural environment, please send a CV and Cover Letter explaining your motivation and fit for the role to [hr@kick4life.org](mailto:hr@kick4life.org)

**Closing Date of applications is 30<sup>th</sup> April 2021 by 12:00 pm**

***If you have not heard from us within two (2) weeks of the closing date, please consider your application to be unsuccessful. Remember, we will only contact applicants who have been shortlisted for interview and will not be able to provide feedback to those who have not been shortlisted, due to the sheer volume of applications.***