

<b>Job Title:</b>	<b>Project Finance Coordinator: AAMP Project Contract Position</b>
<b>Type of Position</b>	<b>3 years Fixed Contract</b>
<b>Reporting to</b>	<b>AAMP Project Manager</b>
<b>Based:</b>	<b>Pretoria</b>
<b>Reference No:</b>	<b>HRREC013/24</b>

### QUALIFICATION AND EXPERIENCE:

- A Bachelor's Degree in Finance/ Accounting.
- 2-3 years' minimum experience in the Finance environment.
- Microsoft excel is essential.
- Excellent numeracy and analytical skills.
- Accountable and handling figures

### KNOWLEDGE AND SKILLS

- Principles and practice of financial accounting
- Public Finance and Management Act (PFMA), Treasury Regulations and Guidelines.
- Public entity budgeting and reporting process.
- Government accounting standards (GRAP)
- Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures.

### KEY DUTIES AND RESPONSIBILITIES

#### 1. Project Financial Management

Assist in preparing budgets and financial proposals for projects. Prepare variance analysis reports for project management. Provide technical input and support in the preparation of grant submissions and budgets. Support the development and implementation of project resource mobilization efforts. Review project invoices to ensure that relevant supporting documentation accompanies all invoices and payments to be processed. Develop a mechanism for ensuring information security and access thereto. Prepare debtors and creditors reconciliations. Verify supporting documents for validity, accuracy and completeness of all project transactions. Capture and maintain a file on creditors, and debtors for the project. Coordinate budgeting process and preparation of projects and ensure that budgets reflect work plans for the ensuing period. Assist in preparing annual budgets and keeping records of all project

transactions. Ensure all supplier invoices are appropriately authorized for payment and captured daily. Track project budgets and monitor project expenditure.

## 2. Governance and Reporting

Assist with the internal and external auditors during audits. Comply with general office policies, procedures and all legal requirements. Ensure donor compliance requirements are met in financial records and reporting. Assist in identifying project financial risk. Act as a key contact for auditors in relation to specific project audits and assist in providing supporting documents and any other information required for project audits.

To apply for the position, please forward the relevant Job Application Form which is available in our website and CV to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: **12 September 2024**. **NB. Please use the reference number as the subject when applying.** If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as outlined in the POPIA.

Please visit [www.namc.co.za](http://www.namc.co.za), for further enquiries, send an email to [hr@namc.co.za](mailto:hr@namc.co.za). The NAMC reserves the right to withdraw, amend or not fill the position.