

VACANCY	
Job title:	Intern (Grant Accountant) – 12 Months Contract
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	To assist with the administration of financial and grant management of grant funded projects.
Location:	31 Princess of Wales Terrace, Parktown
Closing date:	5 September 2024
Submit detailed CV to:	vacancies35@witshealth.co.za
Advert reference number:	G/A Intern: 02
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

- Ensure adherence to the financial policies and procedures.
- Assist Syndicate/Division with preparing/revision of budgets as and when required or requested.
- Ensure that relevant bank accounts are open and shared with relevant stakeholders before project commencement date.
- Assist with finalization of internal monthly financial reports/invoices by no later the 20th of each month.
- Submit donor report/invoices to relevant Project Manager five business days prior to donor report submission date.
- Inform management of any queries raised on donor reports/invoices within three days of receipt thereof.
- Capture monthly invoices Sage as per month end processing.
- Follow up on narrative reports with Project managers as stipulated on the relevant donor agreement.
- Subawards – follow up to ensure financial reports and Invoices are received timeously and are compliant with the donor rules and regulations.
- Subawards – capture accounting entries in relation to the subaward as part of the month end processes.
- Assist grants team to ensure donor/WHC compliance on all payments prior to processing for payment.
- Escalate any compliance queries to grant management.
- Prepare journals for posting.
- Assist with administration on files to be audit ready.
- Amend accounting records and fixed asset register for disposals and write – offs where requested.
- Maintain a log of fixed assets verification undertaken by the division on an annual basis.

Required minimum education and training

BCom Accounting

Desirable additional education, work experience and personal abilities

- Knowledge of Microsoft Office especially Excel.
- Must have a dynamic and compatible personality able to deal with clients, donors and staff at all levels.
- Must be self-motivated, able to work independently and work as part of a multidisciplinary team.
- The environment may at times be busy and need excellent organisational skills and attention to details.
- May be required to work overtime.
- Excellent communication skills (both written and oral) will be required.

Should you be interested in applying for this vacancy, please send an email to vacancies35@witshealth.co.za. The subject heading of the email must read **G/A Intern: 02** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV