

HEARTLINES

THE CENTRE FOR VALUES PROMOTION

Job Title: Finance Assistant / Creditors Controller

Heartlines, the Centre for Values Promotion is seeking a highly organised and detail-oriented Finance Assistant / Creditors Controller to join our dynamic NGO Finance team. Reporting directly to our Accountant, the successful candidate will assist in managing financial operations, including invoice processing, supplier reconciliations, expense claims, and various other financial tasks to ensure smooth day-to-day operations. This role offers the opportunity to contribute to the financial integrity and efficiency of a meaningful organisation.

Key Responsibilities:

- Receive and review invoices from service providers, ensuring proper authorisation by the appropriate manager, and allocate expenses to the correct budget line.
- Reconcile outstanding supplier statements to maintain accurate financial records.
- Reconcile eWallet statements for all staff members, ensuring expenses are properly allocated to the appropriate budget lines and supported by the necessary documentation.
- Capture and process expense and travel claims from staff, ensuring proper documentation accompanies each claim.
- Record weekly payments on the banking platform to maintain up-to-date financial records.
- Assist with the annual audit process by providing necessary documentation and support.
- Participate in ad-hoc financial projects as requested by other finance team members.
- Manage and update the Asset Register and oversee inventory tracking.
- Perform administrative duties related to finance, ensuring that all finance-related documentation and records are up to date.
- Implement and adhere to finance policies and procedures to ensure compliance and efficient financial operations.
- Ad-hoc projects that are requested by other members of the operations team.

Minimum Requirements:

- Relevant qualification (BCom or similar would be advantageous).
- Previous experience in a finance-related role, preferably within the NGO sector.
- Knowledge of accounting software (experience with Xero is a plus).

- Proficiency in Excel and data entry skills.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.

If you're passionate about finance, have a strong attention to detail, and are looking to make a positive impact in the NGO sector, we'd love to hear from you!

To apply please submit a cover letter, CV, and a copy of your ID to recruitments@heartlines.org.za by the 28th of March 2025. Mark your subject: Finance Assistant Creditors Controller. The position is based in Johannesburg and is largely office based.