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SETSHABA RESEARCH CENTRE

Setshaba Research Centre (SRC) is a South African, Non-Governmental/Non-Profit Organization in the field of clinical and social scientific research. The centre is located in Soshanguve Township, within the City of Tshwane, Gauteng. SRC was founded in 2004 as a medical research centre with the objective of creating value and contributing to the greater good of society.

Setshaba Research Centre needs to fill the following position and would like to invite suitably qualified candidates to apply

Internal

Ref. No: SRC- 03-2021

Finance Officer (Fixed term 1 year contract)

Experience and Qualifications:

- Finance Related Degree, Honours level advantageous
- At least 3 years related experience in a finance role.
- MS Office experience compulsory
- Sage Pastel and Sage VIP experience compulsory
- Activity Based Costing would be advantageous
- Previous experience in a clinical research environment would be advantageous

Key responsibilities:

- Responsible for daily oversight of financial processes and transactions
- Maintenance of the asset register including appropriate accounting of additions, disposals and depreciation
- Maintenance of general ledger including review and reconciliation of general ledger accounts
- Preparation and/or review of monthly financial reports and executive financial pack
- Compilation and review of finance SOP's which include appropriate internal controls
- Ensuring that daily internal controls are implemented and adhered to
- Audit preparation and follow up on audit related queries or findings
- Budget preparation for study projects in accordance with study protocol and sponsor requirements
- Understanding of the sponsor specific requirements for relevant projects and ensuring compliance thereof
- Reporting and invoicing to project sponsor/s in accordance with required timelines and requirements
- Liaison with operational team on project related matters that would have a financial impact
- Forecasting of financial information for upcoming period/s
- VAT reporting
- Payroll processing

The candidate will be based at Setshaba Research Centre in Soshanguve. Own transport is essential.

REMUNERATION

Setshaba Research Centre offers competitive market related remuneration packages according to Qualifications and Experience.

Always quote Ref no. and position on your reply when applying.

If you are interested please send/deliver your CV to: Attention Ms JL Masemola, Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 or fax your CV, Qualifications and Valid Registrations to 012 799 2685 or e-mail your correspondence to hr@setshaba.org.za.

No CVs without qualifications will be considered.

For more details, contact Ms JL Masemola @ Room 18; Tel 012 799 2422

Closing date for submission of CVs: 28/Feb/2021. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful

NB. Correspondences will only be limited to short-listed candidates and Setshaba Research Centre reserves the right not to make an appointment.