



SOUTH AFRICAN TOURISM

**FINANCE AND ADMINISTRATION OFFICER
AMERICAS (Only USA based citizens may apply)
12 MONTHS FIXED TERM CONTRACT**

An exciting opportunity exists for a Finance and Administration Officer to join our Tourism Execution team in New York, USA. This position reports to the Head: Americas Hub. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

Key Outputs:

Coordinate the management of the annual budget and supply chain process

- Ensure that annual, quarterly, monthly budgets are compiled, submitted and managed according to Finance (Head Office) guidelines and procedures;
- Coordinate and ensure that budgets are revised according to Finance (Head Office) guidelines;
- Submit daily, monthly and quarterly budget reports to Hub Head and Head Office by deadline;
- Ensure that the Americas Hub staff follow SA Tourism supply chain management policy in executing the budget;
- Ensure diligence in SCM and Finance reporting as per internal policies and National Treasury requirements;
- Report all SCM deviations to SCM Business Partner for consolidation and submission;
- Manage bank account access (including internet access) and sign cheques when relevant;
- Ensure the Americas office is compliant with all relevant statutory requirements in New York, for e.g. tax authority filing and other requisite compliance matters;
- Maintain a record of all financial transactions with supporting documentation for internal and external audit purposes;
- Ensure compliance to country handbooks and adhere to all statutory country laws.

Accounting

- Manage the accounting system which includes capturing transactions in line with applicable accounting standard;
- Processing salaries, staff expense claims and third party pay submissions and payments;
- Tax submissions done within guidelines and deadlines set, where applicable;
- Prepare monthly financial reconciliations for all Balance Sheet accounts including accounts payable and accounts receivable.

Manage Office Expenditure

- Ensure that all procurement for the Americas Hub follows SA Tourism supply chain management policy;
- Ensure that payments to vendors, outsourcers, business partners, etc. are processed 100% accurately and within contractual and regulatory deadlines;
- Ensure that staff salaries are paid 100% correctly, on time and the relevant documentation is processed sent to Payroll in Head Office;



SOUTH AFRICAN TOURISM

- Report reasons for variances on monthly, quarterly and annual budget;
- Process staff expense claims in line with relevant SA Tourism policies;
- Manage and reconcile petty cash.

Supply chain, asset and contract management

- Ensure that all subscriptions held by the Americas Hub office is managed;
- Ensure that all purchase orders are raised in compliance with the SA Tourism Supply Chain Management policy and report instances of non-compliance;
- Ensure that all demand requirements i.e. procurement plan, demand plan, operational cost & benchmark analysis, etc. and prepared and delivered as per business processes;
- Ensure that all assets are procured in compliance with the SA Tourism Supply Chain Management policy;
- Prepare an annual asset inventory report and submit to Head Americas Hub and Finance Execution Support Manager in Head Office;
- Conduct an asset count twice each financial year;
- Ensure that all office assets are in good working condition and manage the maintenance where relevant;
- Ensure that the accounting for all assets, including leased assets, is conducted in compliance with applicable accounting standards and SA Tourism capital expenditure policy;
- Ensure that stock control list of all marketing collateral is updated monthly;
- Record and file the schedule for distribution of marketing collateral.

Human Capital Administration

- Work closely with the Human Capital Regional Business Partner in Head Office to coordinate and facilitate the recruitment of new employees for the Americas Hub;
- Ensure all employee contracts are signed, exchanged and filed;
- Manage Americas Hub staff salary payments, leave applications, ordering of tickets, accommodation, restaurant, mutual payments, performance bonus payments, workers compensation insurance, other employee insurance, etc;
- Co-ordinate staff exits in compliance with American labour law and SA Tourism policies;
- Co-ordinate the training of all staff working with the Human Capital Regional Business Partner in Head Office;
- Co-ordinate the reporting of IT-related problems with the relevant service provider to ensure that the is fully operational;
- Co-ordinate with the Business Information Systems department in Head Office on the ICT needs of the Americas Hub and the implementation of SA Tourism technology solutions in the office;
- Ensure that the operation, security and maintenance of the office facilities meet the needs of the Americas Hub and its employees;
- Ensure that the office facilities meet the American statutory requirements including environmental, health and safety standards.

Qualifications and Experience

- A Bachelor's degree in Accounting/Financial Management or equivalent is essential;



SOUTH AFRICAN TOURISM

- Around 2-4 years' experience in Accountancy/Financial Management;
- Minimum 2 years' experience of working on Financial System;
- Compliance with policies in line with relevant legislation and regulatory requirements namely PFMA, Treasury Regulations and Frameworks on performance information and strategic plans;
- Relevant legislation and regulatory requirements for America where the Americas Hub is operated from as well relevant legislation for South Africa, and;
- Language proficiency: English.

Knowledge and Understanding of

- Performance monitoring, evaluation and reporting frameworks, systems and processes;
- Knowledge and understanding of financial practices and standards prescribes by regulation authorities;
- Budget and financial management experience;
- Administrative support best practice;
- Government priorities and imperatives;
- All Public Service systems;
- Communications and information management legislative requirements.

Visit us @ www.southafrica.net

Detailed CV to be sent to : hr@southafrica.net
Closing date : 25 August 2023

Should you have not heard from us within two weeks after closing date, kindly consider your application unsuccessful.

Only USA based citizens may apply
No late applications will be accepted.