

## ADVERT FOR THE POSITION OF FINANCE OFFICER / ACCOUNTANT

Black Sash seeks to appoint a Finance Officer / Accountant vacancy at the National Office based in Claremont, Cape Town with a hybrid remote working option.

**Black Sash's mission** is to work towards the realisation of socio-economic rights, as outlined in the SA Constitution 1996, with emphasis on social security and social protection for the most vulnerable, particularly women and children. We will, in the course of our work, explore options to significantly reduce poverty and inequality.

The **core responsibilities of the Finance Officer / Accountant** will be the efficient and effective management of the accounting and financial functions, in line with the annual business plan, ensuring accurate records and good corporate governance are achieved & adhering to legislation.

### Minimum Requirements:

- Manage the Payments & General Ledger, ensuring that all transactions are captured accurately and timeously.
- Responsible for the timeous preparation of monthly, quarterly and annual financial reports.
- Assist with financial forecasting and preparation of the annual budget, team and project budgets.
- Management of assets and inventory.
- Develop and maintain Financial and Accounting Policies ensuring that they are adhered to and in line with required regulations, legislation, accounting standards, good corporate governance and best practice.
- Provide management accounts and project specific expenditure accounts to the project team monthly

### Experience:

- Preferably a B. Comm or at minimum an Accounting Diploma
- 3 to 5 years of experience within similar role/s advantageous or financial management experience in Corporate & Government sectors - minimum Legal and Finance experience, extensive Administrative experience
- Good time management and ability to multi-task
- Attention to detail and good problem-solving skills
- Good interpersonal skills – teamwork, communication
- Computer Skills – Microsoft Packages; Pastel
- Financial Analysis Skills and Decision-Making
- Proactive Planning, Organising, Monitoring and Controlling
- Driver's license (an advantage)

Languages: Excellent command of spoken and written English is required, and at least one other South African language.

We are looking for a candidate who is committed to human rights, who can think proactively, and creatively and is prepared to work hard, under pressure and to the deadline, often beyond normal office hours, and to travel occasionally.

Preference will be given to women in line with our Black Sash Policy.

### How to apply?

- A letter of motivation highlighting your suitability to the role, and
- Curriculum vitae with
- Contact details of three work-related referees (emails included)

Submit your application to [rudayba@maraisbutton.co.za](mailto:rudayba@maraisbutton.co.za) from MaraisButton & Associates.

**Closing Date:** Friday, 20<sup>th</sup> September 2024

**Start date:** Immediately

**Employment Type:** Permanent

**Cost to Company:** R 452 468,52 per annum (includes: Medical Allowance, 13<sup>th</sup> Cheque and Pension)

**Please note:** Only shortlisted candidates will be contacted. Should you not hear from us within a month from the closing date, please accept that your application was unsuccessful.