

# GreenCape Job Opportunity

## Financial Accountant

### About GreenCape

GreenCape is a non-profit organisation that supports the development of the green economy – one that is low carbon, resource-efficient and socially inclusive. We assist green technology businesses and investors focusing on green technologies and services to remove barriers to investment and growth.

### Our Ambition

GreenCape's five-year strategy aims to be globally relevant in driving the uptake of green economy infrastructure solutions in the developing world context. As such, GreenCape is expecting to double in size in the next five years. For more details on GreenCape, visit [www.greencape.co.za](http://www.greencape.co.za)

### Job Details

Job Title	Financial Accountant
Qualification/Education	Degree in Accounting, Financial or Management Accounting
Knowledge and Experience	3-5 years' relevant experience SAIPA or SAICA articles advantageous Previous NPO and/or philanthropy environment experience preferred XERO accounting system Microsoft Office suite, Excel advanced preferred ZOHO working knowledge advantageous
Competencies and Skills	Strong communication skills (written and verbal) Technical expertise in relevant field Strong attention to detail and highly organised and efficient Analytical thinking and problem solving Deadline driven Work well under pressure Ability to multi-task
Remuneration	Basic salary and contribution towards medical benefits
Location	Cape Town CBD
Term	End date – 31 March 2027

### GreenCape Sector Development Agency

2nd Floor, Aria North Wharf, 42 Hans Strijdom Ave, Foreshore, Cape Town, 8001

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

## Core Tasks and Responsibilities

Focus Area	Description of Duties	Performance Standard
Reconciliations	Preparation of all balance sheet account reconciliations Investigate and follow-up on reconciling items	<ul style="list-style-type: none"> <li>All balance sheet accounts are timeously and accurately reconciled</li> </ul>
Statutory control and governance	PAYE and UIF submissions VAT submission COIDA compliance and submission EMP 501 reconciliations Audit Preparation and support	<ul style="list-style-type: none"> <li>Submission deadlines met</li> <li>Clean Audit Report</li> </ul>
Banking (payments) function	Import bank statements from the banking platform into XERO Maintain beneficiaries on banking platform Payments loaded on banking platform Record bank transactions in XERO	<ul style="list-style-type: none"> <li>Accurate and timeous payments</li> </ul>
Creditors control	Reconcile creditors' statements to outstanding balances as per suppliers' accounts Follow-up and resolution of reconciling items Resolve problems relating to Creditor's accounts Provide reconciliation to Manager to be signed off	<ul style="list-style-type: none"> <li>Accuracy of creditors account</li> <li>Accuracy of supplier payments</li> </ul>
Fixed assets management	Update and maintain fixed assets register Bi-annual physical verification of assets	<ul style="list-style-type: none"> <li>Up to date asset register, with all assets accounted for</li> </ul>
Debtors Control	Raise invoices in terms of funding agreements Prepare debtors statement after processing the relevant entries and send to funders Follow-up on outstanding debtors, telephonic and written communication with customers Match receipts against sales invoices	<ul style="list-style-type: none"> <li>Accuracy of debtors</li> </ul>
Finance, administration and reporting	Supplier creations in ZOHO Capturing of staff claims Process month-end journals Raise purchase orders based on expense invoices Adherence to monitoring organizational compliance to procurement policy Audit preparation and support Assist in other areas in the Finance department and administration functions Support for Office Administrator	<ul style="list-style-type: none"> <li>Accurate financial capturing and compliance with procurement policy</li> <li>Clean audit report</li> </ul>

In addition to the specific role, the candidate will also be required to work with the rest of GreenCape's team and contribute their knowledge and experience to other relevant projects

## Contract length and remuneration

This is a full-time contract position, until **31 March 2027**. This contract may be renewed to a longer duration subject to GreenCape's standard contracting conditions. Contract renewal will depend on performance and the organizational requirements at the time. There will be a three-month probation period for this position

Remuneration will be market-related, with the recognition that GreenCape is a not-for-profit organisation. Medical aid is offered as an employee benefit (subject to some conditions).

### Application details

#### Applications must include:

- A well-written letter of motivation indicating what motivates the candidate to apply for the role: What the candidate feels he/she brings to the role that would make him/her a preferred candidate; An indication of current salary and salary expectations; An indication of when the candidate would be available to commence work; Please also note how the candidate became aware of the job opportunity.
- A detailed CV
- Copies of academic transcripts
- Proof of eligibility to work in South Africa (copy of SA ID or Valid work permit)
- **All applicants must complete the GreenCape Online Application form. You can complete the application form by accessing this link:**  
<https://forms.gle/9mHtWma6rVym72k19>
- The link can also be copied and pasted into your browser.

Queries can be submitted via email to Human Resources at [jobs@green-cape.co.za](mailto:jobs@green-cape.co.za).

Only candidates who are shortlisted for interviews will be contacted. The closing date for applications is **19 November 2023**. Should you not hear back from the company by **31 January 2024**, please consider your application to be unsuccessful.

**Note that GreenCape gives preference to suitably qualified internal candidates first and reserves the right to not appoint to positions and to change the role in response to applicant abilities and interests. Preference will be given to designated groups and people with disabilities. All appointments will be done factoring in our Employment Equity Plan.**

