



GreenCape Job Opportunity

Finance & Facilities Manager

Join GreenCape in shaping the green economy and sustainability in South Africa and beyond. GreenCape is seeking an experienced Finance & Facilities Manager to oversees all financial operations, ensuring accurate reporting, compliance with regulations, and efficient management of grant funding. This dynamic individual will also manage facilities and office operations, maintaining health, safety, and environmental standards.

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 aims to be globally relevant in driving the uptake of green economy infrastructure solutions in the developing world context. For more details on GreenCape, visit www.greencape.co.za

Job Details

Job Title	Finance & Facilities Manager
Qualification/Education	<ul style="list-style-type: none"> Degree in financial accounting, management accounting SAICA Articles completion advantageous
Knowledge and Experience	<ul style="list-style-type: none"> At least 5 years in financial management role Knowledge of IFRS for SME's, VAT Act and Income Tax Act Experience in XERO Accounting software Experience with ZOHO Working knowledge of travel partners and tools preferred Advanced Excel Skills (pivot tables, VLOOKUPS, IF formulas etc.) Prior experience in a non-profit organisation, particularly in grant funding management preferred. Auditing knowledge and experience Experience with internal control procedures

GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

Competencies and Skills	<ul style="list-style-type: none"> • Manage finances effectively, including budgeting, forecasting, and financial reporting. • Proficient in diagnosing and resolving issues in accounting and operational systems (e.g., Xero, ZOHO, or other financial software or reports) • Expertise in developing, implementing, and maintaining internal financial controls, systems, policies, and procedures to ensure compliance, safeguard assets, and reduce operational risk. • High level of attention to detail to ensure financial records and reports are accurate, complete, and compliant with internal and external requirements
Remuneration	<ul style="list-style-type: none"> • Basic salary and contribution towards medical benefits
Location	<ul style="list-style-type: none"> • Cape Town CBD
Term	<ul style="list-style-type: none"> • End date – 31 March 2028

Focus Area	Description of Duties (What)	Performance Standard (How)
Financial management & reporting	<ul style="list-style-type: none"> • Oversee budgeting, forecasting, financial reporting, statutory compliance, and fund management. • Ensure accurate and timely journal entries and reconciliations. • Deliver monthly financial reports that are complete and clear for both projects and the organisation. • Facilitate a smooth audit process, ensuring documentation is ready. • Submit SARS payments and reports on time, ensuring compliance. – • Maintain up-to-date and accurate records in the Xero accounting system. • Ensure compliance with procurement policies across the organisation. • Manage supplier relationships and inter-company loans effectively. • Troubleshoot and improve financial systems (e.g., Xero), implement better workflows and internal controls 	<ul style="list-style-type: none"> • Ensure accurate and timely reports, compliance with financial regulations, and smooth grant management. • Ensure compliance with procurement policies across the organisation. • Resolve system issues efficiently, ensure data accuracy, and improve processes to increase efficiency
Facilities & operations management	<ul style="list-style-type: none"> • Manage office infrastructure, supplier relations, office supplies, and HSE compliance. • Manage the daily administrative functions and oversee office budget • Respond to operational issues as they arise. 	<ul style="list-style-type: none"> • Ensure smooth office operations with minimal disruptions. • Maintain a safe, efficient workplace and HSE compliance.

<p>Grant & Project-Based Financial Management</p>	<ul style="list-style-type: none"> Track and monitor project funding, to ensure a holistic understanding of the organisations financial positioning Assist in preparing financial reports for project-based grants. Ensure accurate allocation of project expenses and funding. 	<ul style="list-style-type: none"> Ensure all project funds are tracked, allocated, and spent as per the funder's requirements. Submit clear, detailed financial reports for projects and grants, maintaining transparency with funders.
<p>Team Leadership & Compliance</p>	<ul style="list-style-type: none"> Lead the finance and operations teams, ensuring adherence to policies, performance standards, and professional development. 	<ul style="list-style-type: none"> Foster a collaborative work environment, maintain high performance, and ensure compliance with all policies.

Contract length and remuneration

We offer a competitive remuneration package, along with opportunities for continuous professional growth, exposure to international best practices, and a collaborative work environment.

This is a full-time contract position, until **31 March 2028**. 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. A medical aid contribution is offered as an employee benefit and included in the package offered.

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)

You can complete the application form by accessing this link (you can copy and paste the link into your browser as well)

<https://forms.gle/rGyWYooC8Yp2QjFp9>

Queries can be submitted via email to Human Resources at jobs@green-cape.co.za.

Only candidates who are shortlisted for interviews will be contacted. We will be interviewing candidates as applications are received and reserve the right to make an appointment prior to the closing date or extend the closing date should a suitable candidate not be found. The closing date for applications is **31 January 2025**. Should you not hear back from the company by **28 February 2025**, please consider your application 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.

