

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 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	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

GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

Remuneration	Basic salary and contribution towards medical benefits
Location	Cape Town CBD
Term	End date – 31 March 2028

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"> All balance sheet accounts are timeously and accurately reconciled
Statutory control and governance	PAYE and UIF submissions VAT submission COIDA compliance and submission EMP 501 reconciliations Audit Preparation and support Assist in payroll review	<ul style="list-style-type: none"> Submission deadlines met Clean Audit Report
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"> Accurate and timeous payments
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"> Accuracy of creditors account Accuracy of supplier payments
Fixed assets management	Update and maintain fixed assets register Bi-annual physical verification of assets	<ul style="list-style-type: none"> Up to date asset register, with all assets accounted for
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"> Accuracy of debtors
Finance, administration and reporting	Procurement capturing in ZOHO Capturing of staff claims Process month-end journals Raise purchase orders based on expense invoices	<ul style="list-style-type: none"> Accurate financial capturing and compliance with procurement policy Clean audit report

	<p>Adherence to monitoring organizational compliance to procurement policy</p> <p>Audit preparation and support</p> <p>Assist in other areas in the Finance department and administration functions</p> <p>Support for Office Administrator</p> <p>Assist in finance queries via accounts inbox</p> <p>Ensure tax invoices are VAT complaint</p> <p>Ensure all supporting documentation saved on server</p>	
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This Job Description is a basic overview of Key Responsibilities and does not cover each and every individual responsibility and comprehensive for the Job Position you fill. 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 2028**. 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:

- Please upload a short video clip (maximum 2 minutes, maximum file size 1GB) answering the following:
 - What do you feel you bring to this role that would make you a preferred candidate?
 - Highlight any relevant achievements that support your qualifications for this position.
- A detailed CV
- Copies of academic transcripts
- Proof of eligibility to work in South Africa (copy of SA ID or Valid work permit)
- Completion of the GreenCape Application form. You can complete the application form by accessing this link: <https://forms.gle/KHiwhcy7YRmvT2Rq6> (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.

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 **25 February 2025** Should you not hear back from the company by **31 March 2025** 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.

