



1. Position Detail

Position Title	Financial Accountant	Grade / Job Level	
Department	Finance	Sub-Division	Finance
Date Reviewed	18 February 2026	Geographical Area	

2. Position in the Organisation

2 nd Line Manager	Chief Financial Officer
1 st Line Manager	Finance and Office Manager
This Position	Financial Accountant
Direct Subordinate(s)	N/A
Number of People Reporting into this Position	0

3. Overall Purpose of the Job

Purpose Statement
The Financial Accountant is responsible for overseeing the accuracy, integrity, and completeness of the Fund's financial records and reporting processes. The role provides technical accounting oversight across accounts payable, accounts receivable, general ledger processing, reconciliations, and month-end close, while guiding and reviewing the work of the Finance Administrator. The position supports the Finance and Office Manager and CFO by ensuring strong internal controls, compliance with accounting standards, and timely financial reporting.

4. Education (Formal Qualification Required)

Minimum
Bcom or BSc Degree in economics, finance, accounting, economics, or related field (NQF Level 7) Completed Articles
Ideal
Honours in economics, finance, accounting, economics, or related field (NQF Level 8) Professional qualification such as CIMA/CFA/CPA or similar

5. Legal Requirements (e.g. Driver's License, etc.)

Detail
Driver's License

6. Experience (Minimum Experience Required - Number of years)

Minimum	(Years)
Experience in accounting or finance related field or similar role	3 - 5 Years
Exposure to overseeing an audit	
Advantageous	
Experience in management accounting and budgeting related roles	2 - 3 Years

7. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs
Expenditure and Invoice Oversight	<p>Maintain and ensure accurate processing of supplier invoices, capital expenditure, and grant-related payments</p> <p>Ensure all financial transactions are recorded correctly and properly allocated into the accounting system to are correct allocations and coding</p> <p>Maintain accurate and complete general ledger records Investigate and resolve discrepancies relating to invoices, grant distributions, and payment processing</p> <p>Review purchase orders, cheque requests, and supporting documentation to ensure compliance with financial policies and contractual requirements</p> <p>Perform calculations to verify appropriate payment amounts and grant allocations</p> <p>Ensure all payments are properly authorised prior to release</p> <p>Review and sign off Finance Administrator journals and transaction batches</p> <p>Prepare monthly accrual schedules and process accrual journals</p> <p>Submit required monthly expenditure and payment reports to the CFO</p> <p>Liaise with departments and vendors to resolve payment queries and expedite approved transactions</p> <p>Prepare monthly, quarterly, and annual financial reports for review by the Finance and Office Manager</p> <p>Lead the month-end and year-end close processes for review and approval by the Finance and Office Manager</p> <p>Prepare supporting schedules for management reports and Board packs</p>
General Ledger and Financial Reporting	<p>Ensure the integrity, accuracy, and completeness of the General Ledger</p> <p>Confirm that all monthly processing is finalised by the 10th working day of the following month</p> <p>Ensure accurate ledger postings, journals, and adjustments to ensure correct classification and allocation</p> <p>Support preparation of monthly financial reports and supporting schedules</p> <p>Maintain up-to-date and accurate financial records to support management reporting and audit requirements</p>
Accounts Payable and Receivable Oversight	<p>Oversee weekly payment runs and ensure accurate processing of approved invoices</p> <p>Prepare and ensure accounts receivable entries to ensure correct recording of income and allocation to appropriate funding streams</p> <p>Monitor outstanding balances and support follow-up processes where required</p>

Key Performance Area / Main Output	Detailed Description / Inputs
	Ensure strong control over transaction processing and documentation
Reconciliations and Financial Controls	<p>Perform monthly bank reconciliations</p> <p>Prepare balance sheet reconciliations, including debtors, creditors, accruals, and prepayments</p> <p>Reconcile VAT, PAYE, UIF, and other statutory accounts and support related submissions</p> <p>Maintain fixed asset registers and ensure accurate calculation and posting of depreciation</p> <p>Identify process improvement opportunities to strengthen financial controls and record retention practices</p> <p>Support strengthening of internal control measures in collaboration with the Finance and Office Manager</p>
Audit and Compliance Support	<p>Prepare audit files and supporting documentation for external audit and annual financial statement preparation</p> <p>Ensure all documentation is properly filed, accessible, and audit-ready</p> <p>Liaise with external auditors and respond to audit queries in a timely and professional manner</p> <p>Support preparation of schedules and reconciliations required for statutory reporting</p>

8. Special Requirements

Detail
N/A

9. Competencies (Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioural Attributes
Office Operations	Finance/Accounting software Proficiency	Conceptual Thinking, Ability to handle confidential information with discretion
Financial Controls	Financial Acumen, strong understanding of accounting principles and standards, e.g. IFRS/GRAP	Customer service orientation
Budget Planning	Strong quantitative skills, ability to meet deadlines and manage multiple priorities	Proactive, takes Initiative, Professional and integrity
Risk Management	Strong Analytical and Reconciliation Skills	Interpersonal understanding



Financial Accountant

Regulatory Compliance	Computer Literacy, Microsoft Word & Microsoft Excel	Problem Solving and critical thinking
	Planning and Organising, high attention to detail and accuracy	Strong Organisational Skills and Awareness
	Highly Effective Communication (Written and Oral)	Ability to work under minimum supervision, Teamwork and cooperation
		Information seeking

10. Participants

Participant Name	Participant Designation
Sibusiso Zwane	Chief Financial Officer
Belinda O'Regan	21 st Century Executive Consultant

11. Approved By (Incumbent and Line Manager)

Name	Designation	Date	Signature
	Line Manager		
	Incumbent		