

JOB DESCRIPTION

POSITION TITLE: Finance Officer

LOCATION: Johannesburg, South Africa

SUPERVISOR: Finance and Administration Manager

BACKGROUND

For 30 years, the International Youth Foundation (IYF) has coordinated and sustained actions that harness the talent and potential of the world's young people. At the heart of our efforts is building partnerships, initiatives, and curricula that prepare young people to succeed as citizens and employees.

In South Africa, IYF partners to strengthen education and training systems—including public TVET colleges and employer-led learnerships for unemployed youth—so that they better equip young people to access and expand economic opportunity. We work with national government and TVET leaders to align courses with industry needs; we equip employers to deliver more impactful life skills training within their learnerships; and we create mutually beneficial partnerships between industry and education systems that improve young people's lives while also delivering measurable business benefits.

IYF's work in South Africa is always exciting, ever-evolving, and informed by the needs of key stakeholders: the Department of Higher Education & Training (DHET), national industry groups, individual employers, and young people. It is not without challenges, but the payoff is worth it. Our programming is supported by a growing number of government, corporate, and foundation donors, including the U.S. Agency for International Development (USAID), Embassy of Ireland, Michael & Susan Dell Foundation (MSDF), De Beers, and PepsiCo Foundation.

POSITION SUMMARY & PURPOSE

BE PART OF A UNIQUE PUBLIC-PRIVATE PARTNERSHIP

IYF South Africa is preparing to launch an innovative four-year initiative with the National Association of Automotive Component and Allied Manufacturers (NAACAM) that will harness the knowledge and skills imperatives of this vital economic sector—along with IYF curricula enhancement tools—to strengthen the quality of select public TVET college courses. Ultimately, IYF wants to demonstrate a model for greater industry involvement in TVET course design and delivery that generates enthusiasm from TVET educators and industry, while also generating positive returns for young people and employers.

We need a Finance Officer to support this initiative and other IYF South Africa programming. The Officer will ensure that: 1) all financial management and accounting activities of the office are fulfilled; 2) ensure compliance with donors' financial and procurement management rules; 3) help to minimise operational risks to an acceptable level; 4) document business risks and support mitigation planning and implementation; and 5) enable programme staff to implement projects efficiently and effectively.

RESPONSIBILITIES

- Ensure compliance and consistency with company policies and procedures, as well as compliance with the terms and conditions of donor agreements governing the work in the office.
- Records and accounts for daily transactions, ensuring accuracy and completeness of required files and supporting documentation serving as evidence of transactions.
- Ensures sound cash management of local bank accounts and maintains petty cash fund.
- Processes cash disbursements in accordance with financial management policies and established approval levels.
- Processes payroll, remits tax and other government contributions and reports to local agencies.
- Ensures compliance with established procurement rules and procedures and supports the administrative assistant with purchases.
- Responsible for full accounts payable function.
- Process employee expense reimbursements.

- Ensures timely payment to all company payees and maintains enough and complete payee files.
- Prepares monthly financial reports.
- Performs month-end closing and year-end duties such as reconciliations, VAT reimbursements, inventory lists, etc.
- Ensures registration requirements are always kept current and files statutory returns (PAYE, SDL, UIF etc.) and renewals.
- Ensures company registration is kept up to date by filing CIPC annual returns and processing AR fees.
- Maintains all accounting files to ensure completeness of evidence supporting accounting and procurement transactions for internal, donor or audit reviews.
- Performs continuous risk analysis to ensure internal controls are sufficient to mitigate risks in their areas of operation and the business as a whole.
- Performs other duties as requested.

REQUIRED SKILLS & EXPERIENCE

- Bachelor's degree or equivalent standard of education in relevant field (Economics, Accounting, Financial Management, Business Administration etc.)
- Minimum 3 years of relevant practical experience in similar responsibilities.
- Oral and written fluency in English a must. Proficiency in at least one additional South African language an advantage.
- Ability to work in a dynamic environment with minimum supervision.
- Ability to learn and adapt in new environments.
- Excellent attention to detail.
- Strong interpersonal, communication and analytical skills.
- Strong computer skills in MS Word, Excel and PowerPoint.
- Strong analytical skills (to perform variance analysis, project burn-rates, budgeting etc.).

OTHER HIGHLY-VALUED SKILLS

- A resourceful style, with the ability to work both independently and as a team player
- An entrepreneurial approach, where tenacity, taking initiative, executing methodically, and proactively solving problems come naturally
- Thrives in working in a complex environment with multiple tasks and short deadlines.
- Commitment to IYF's mission

YOU WOULD LOVE THIS ROLE IF YOU...

- Identify solutions as quickly as you spot challenges
- Thrive in a culture of high-performance and high-integrity
- Would like to work in a global organisation, within its South Africa "innovation hub"
- Like surrounding yourself with really smart, driven, mission-driven people

TO APPLY

Please send your CV, cover letter, Application, and completed [Action Appointments bio summary form](#) (you can download the form from the top of this page) in word format to: melissa@actionappointments.co.za.

Only applicants without work restrictions in South Africa should apply.