



ORGANISATION	Greenpeace Africa
JOB TITLE	Accountant: South Africa
DEPARTMENT	Finance
REPORTS TO:	Head of Finance
Location	Johannesburg – South Africa
Effective from	Open ended

INTRODUCTION

Greenpeace Africa is an environmental campaigning organisation with offices in Southern, West, East and Central Africa. The organisation is currently seeking to employ an Accountant to join the Finance department and will be based in Johannesburg, South Africa.

MAIN PURPOSE OF THE JOB

To collect, record, keep track and report all financial information of the regional office, ensure finance systems are optimal and function in line with Greenpeace Africa policies, procedures and guidelines. At all times to communicate the financial status of the regional office to guide and inform management and stakeholders for appropriate decision making.

JOB SPECIFICATION:

- **Finance operations**

Purchase ledger administration

Ensure timely sending, recording and payment of invoices, reconciliation of Greenpeace Africa bank accounts, credit/debit card accounts and payments to consultants, including efficient handling of internal & external queries, in order to maintain cost control within Greenpeace Africa. Maintaining supplier accounts.

Invoice payments

Record invoices accurately in the accounting system. Ensure that authorisation is received and correct. Paying invoices once authorised, as appropriate and in a timely manner ensuring the upload file is generated, allocations are accurate and complete and in the correct period. Record invoices against intercompany accounts once authorised, as appropriate. Record all payments in the accounting system in a timely manner. Maintaining an overview of invoices outstanding, charges expected, authorised spend per budget code, monthly creditor reconciliations etc.

Expense claims

Reviewing expense claims, monitor and reconcile personal accounts ensuring consistent and accurate application of GPI policies, in order to help ensure cost control and efficient processing of claims.

Petty cash

Ensuring proper control and administration of the cash-book, accurately recording expenditure and reconciling them with the internal accounting system; Reconciliation of petty cash on a daily/weekly basis.

Bank accounts

Administering bank accounts within the region, ensuring efficient and effective cash flow within Greenpeace Africa.

Documentation and systems

Ensuring all records of GPA expenses, payments, bank statements, budgets and accounts are fully and neatly maintained and accessible.

Finance record management

Ensuring documents are stored appropriately and retained in line with local regulatory requirements and GP internal requirements

Advance accounts and balance sheet reconciliation

Ensuring all balance sheet reconciliations are submitted for review timeously, this includes fixed assets bank account, advance accounts and all control accounts.

Monthly submissions

Compile and file monthly EMP and VAT returns, liaising directly with SARS on any issues arising

Payroll

Manage monthly payroll cycle and reconciliations for the South African office

JOB SPECIFICATION:

- **Internal control**

<p><i>Internal control environment</i> Minimising the possibility of fraud by means of internal checks, in compliance with the law and regulations in order to secure Greenpeace Africa's assets.</p> <p><i>Payment/Budget approval</i> Ensuring all transactions and requests are adequately scrutinised to ensure they are properly authorised and budgeted and comply with organisational policies prior to final processing.</p> <p><i>Procurement</i> Ensuring that the Procurement policy is adhered to at all times.</p> <p><i>Statutory compliance</i> Ensuring compliance with all financial statutory requirements in the country i.e VAT, WHT, Staff Taxes etc.</p> <p><i>Asset management</i> Ensuring all company assets are accounted for and if applicable that proper disposals procedures are carried out as per policy.</p> <p><i>Audit</i> Preparing and submitting all supporting documents requested by Auditors.</p> <p><i>Other: Finance, systems and administration</i> Any other duties as required to ensure Greenpeace Africa has a world class finance, systems and administrative division. Any Country specific Administration support as required and assigned</p>	
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Minimum Qualification(s) - Applications not complying with minimum qualifications and required skills and behaviours will not be considered

- University degree in Accounting and/or Finance, or an equivalent.
- Experience working for a SAICA approved auditing firm **essential**.
- Completed articles at a registered chartered accountancy (South Africa) **essential**.

Required skills and behaviours

- Advanced knowledge of Excel Ability to work independently with minimal supervision
- Must be proactive and results oriented
- Knowledge of International Financial Reporting Standards (IFRS) for SMEs
- Experience working with multi-currencies.
- Hard working and service oriented mentality. Passionate about finance.
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