



Harambee Youth Employment Accelerator is a not-for-profit social enterprise building African solutions for the global challenge of youth unemployment. We work in South Africa and Rwanda with many partners who are committed to results that can work at scale – including government, the private sector, civil society, and **over 1.5 million youth**.

Harambee is an anchor partner in a breakthrough platform called **SA Youth**. It is part of the **Presidential Youth Employment Intervention** – a coordinated strategic national plan, announced by President Ramaphosa in his 2020 SONA, that sets out priority actions to address the youth unemployment challenge in South Africa by creating opportunities for young people at scale.

SA Youth brings together many partners to create a single national network to allow young people to access a wide selection of earning and learning opportunities, and for opportunity holders to access young engaged work-seekers – for free!

Our staff complement of almost 500 motivated people continues to work both on-site and remotely in a fluid and vibrant environment to tackle the challenges of a country where over 50% of young people are unemployed.

Winner of the 2019 Skoll Award and 2019 Conscious Companies Award.

#changeistheonlyconstant



Learn more about Harambee Youth Employment Accelerator:

[Harambee Overview](#)

[Harambee Youth Voices: Unemployed to Employed](#)

[What is SA Youth](#)

www.harambee.co.za

JOB OPPORTUNITY SPECIFICATIONS

POSITION

Finance Project Officer

LOCATION

Johannesburg

ROLE PROFILE

To ensure that funds are effectively managed, accounted for and reported on a day-to-day and monthly basis, in accordance with IFRS and funder requirements.

All Harambee team members are required to adopt a flexible approach to their roles as we are a rapidly evolving and innovative organisation. While key responsibilities of the role are outlined below, Harambee reserves the right to change and/or expand on these responsibilities as the organisation evolves and as the employee grows.

KEY RESPONSIBILITIES

Grants Management & Financial Reporting

- Maintaining accurate accounting records in accordance with IFRS
- Ensuring that grant/social investment funds are properly managed and accounted for, in accordance with funder requirements
- Preparing all relevant project journals to be processed on a monthly basis
- Assist with the preparation and submission of funder reports timeously
- Preparing all other financial information and documents required by funders on a monthly basis
- Ensuring compliance with funder contractual requirements
- Analysing and assisting with funder spending in relation to activities and outputs
- Ensuring that all source documents are appropriately filed and files are properly labelled to facilitate retrieval of documents
- Assist with the setting up the funder chart of accounts
- Assisting with other administrative duties as requested by the Finance team members

Cash Flow Management

- Preparing expenditure reimbursements between projects as per grant contracts

Audits

- Ensuring that all project records are ready for donor or statutory audits
- Assisting with audit preparations to ensure efficient, effective and successful statutory and donor external audits

Risk Management

- Assisting with the management of financial risks
- Assisting with ensuring compliance with statutory and regulatory requirements

MINIMUM REQUIREMENTS

- Matric and a diploma or equivalent qualification in bookkeeping/finance
- At least 3-5 years' work experience in an accounting/bookkeeping/finance environment
- Proficiency in the Pastel accounting system
- Experience in the NGO and/or development sector would be advantageous
- Advanced proficiency in MS Office - including Word, Excel and Outlook

COMPETENCIES

- Able to analyse financial data and information to identify variances and inaccuracies
- Excellent English verbal and written communication skills
- Able to use discretion and deal with sensitive information in a confidential and professional manner.
- Able to multi-task and prioritise
- Good work ethic
- Able to exercise good judgement
- Honesty and integrity
- Able to work under pressure and meet deadlines
- Able to use own initiative and take ownership of his/her tasks; and work with limited supervision
- Good team player
- Excellent interpersonal skills and emotional intelligence
- Meticulous and able to pay attention to detail
- Strong customer service orientation

Apply for this position by sending your CV to recruitment@harambee.co.za, including the position you are applying for in the subject line.

July 2021

