



Background: Healthy Living Alliance (HEALA) is a coalition of civil society organisations advocating for equitable access to affordable, nutritious food in South Africa by building a more just food system. HEALA's vision is a South Africa in which all people have equitable access to healthy food to unlock their full potential.

Location: Johannesburg, Rosebank

Job Specification:

Job title	Junior Accountant
Main purpose of job	The person is responsible for the supporting financial operations, ensuring compliance with accounting principles and regulatory regulations, donor requirements and preparation of financial reports for the projects and support programme team. It will also maintain accurate financial records, assisting in audits, and supporting budgeting processes.
Required minimum education and training	Bachelor's degree in Accounting, Finance, or related field
Professional body registration	Recognised Accounting Professional Bodies
Required minimum work experience	At least 2-3 years of accounting experience providing and knowledge of NGO Sector preferable.
Desirable additional education, work experience and personal abilities	Experience in accounting and financial management, grants management, compliance, and taxation. Experience working with SAGE financial software. Knowledge and understanding of financial reporting, accounting and compliance requirements. Strong proficiency in Microsoft Excel and other MS Office applications. Strong organisation, analytical skills, attention to detail and ability to meet deadlines. Must be able to function independently, be flexible, and have strong commitment to excellence.
Key Responsibilities	<p>Financial Management</p> <ul style="list-style-type: none"> • Review and prepare reconciliations; • Review and update financial data captured by Finance & Administration Officer; • Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other financial systems; • Ensure compliance with all financial regulatory requirements, including tax; audits, and other reporting requirements; • Support annual audit process by providing documentation and reconciliations • Work closely with the finance team to improve financial processes and controls • Participate in managing relationships with external partners, including banks, auditors, and other financial service providers. • Maintain proper filing system for financial documents, ensuring easy retrieval and accuracy

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	<ul style="list-style-type: none"> • Supervision of a team member <p>Budgeting and Forecasting</p> <ul style="list-style-type: none"> • Participate in projects budget planning, tracking as and when required; • Monitor the monthly expenditure of the projects and highlight variances; • Support the development and maintenance of financial forecasting models that support long-term financial planning and decision-making; • Perform other related duties as assigned <p>Financial reporting</p> <ul style="list-style-type: none"> • Prepare monthly management accounts • Assist in preparing and maintaining accurate income statements, balance sheet and cashflow management; <p>Other</p> <ul style="list-style-type: none"> • Carry out any other additional responsibilities that are within the scope of the job as required.
Communications and relationships	Excellent written English and verbal communications skills. Professional knowledge of an additional South African language advantageous. Strong interpersonal and relationship management skills.
Date described	To start April 2025
Contract Period	6 Months
Email Address for applications	recruitment@heala.org
Closing Date	28 February 2025

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