



ACFS Community Education and Feeding Scheme NPC

PO Box 96075 Brixton, 2019
Tel: 011 839 2630 · Fax: 011 839 2637
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PBO 93 00 00 475
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Reg No. 2020/877547/08 NPO 254-798 PBO 930072259

Job title: Junior Accountant

Closing Date: 28 February 2025

Email CV: info@acfs.org.za

Salary: R18K – R22K

Background and Main Purpose of the Job:

ACFS is looking for a Junior Accountant to join our finance team. The ideal candidate should have 3-5 years of hands-on accounting experience with a proficiency in Xero accounting software and a comprehensive understanding of SARS processes (VAT, Income Tax, PAYE), CIPC processes, and NGO financial management. You will be responsible for performing a range of accounting duties, including bank and balance sheet reconciliations, intercompany accounting, budgeting, payroll, financial reporting, and audit coordination. Strong organizational skills, the ability to meet deadlines, and excellent communication skills are essential for this role.

Qualifications:

- Bachelor's degree in accounting or a related field.
- Completion of SAIPA/ACCA/CIMA articles (essential).
- 3-5 years of all-round accounting experience, with a focus on NGO accounting.
- Proficiency in Xero accounting software is a must.
- Solid understanding of SARS processes, including VAT, Income Tax, PAYE, and tax compliance.
- Knowledge of CIPC processes and compliance.
- Experience in budgeting, cash flow management, and payroll.
- Experience with management accounts, financial statements preparation, and audit coordination.
- Strong experience with bank reconciliations, balance sheet reconciliations, and intercompany accounting.
- **A valid Driver's license**

Duties and Responsibilities

1. Accounting & Financial Management

- Perform bank reconciliations, balance sheet reconciliations, and intercompany accounting to ensure accurate financial records.
- Manage and prepare management accounts for internal use and for reporting to senior management.
- Assist in preparing financial statements in compliance with applicable accounting standards and regulations.
- Maintain accurate records of transactions in Xero accounting software.
- Take responsibility for payables management and ensure all supplier accounts are reconciled monthly and payments made according to company policy.



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2. Tax Compliance & SARS Processes

- Prepare and submit SARS returns for VAT, Income Tax, and PAYE.
- Ensure compliance with South African tax laws and SARS regulations, maintaining up-to-date knowledge of changes to tax legislation.
- Assist in tax planning and ensure timely tax payments and filings.

3. Budgeting, Cash Flow & Financial Planning

- Support in budgeting and the preparation of cash flow projections for the organization, ensuring efficient allocation of resources.
- Monitor financial performance against budgets and report any discrepancies or deviations.
- Provide detailed and accurate donor reports, ensuring compliance with donor requirements and fund restrictions.

4. Payroll Administration

- Administer the payroll process, ensuring accurate calculations for employee wages and deductions.
- Ensure compliance with PAYE and other related employee taxes.
- Handle any payroll-related inquiries and resolve discrepancies promptly.

5. NGO Financial Reporting

- Prepare and maintain financial reports specific to the NGO sector, tracking restricted and unrestricted funds.
- Provide regular donor reporting, ensuring transparency and compliance with funding agreements and guidelines.
- 6. Audit Coordination
- Assist with the preparation and coordination of the annual audit process.
- Provide all necessary financial documentation and support for external auditors.
- Ensure the timely resolution of audit queries and completion of any audit recommendations.

6. CIPC Compliance

- Assist with CIPC processes, ensuring compliance with company registration and filing requirements.
- Prepare and file necessary CIPC returns to ensure that the organization remains in good standing.

7. General Administration

- Maintain a well-organized filing and accounting system for all financial records.
- Ensure that the finance department meets all internal and external reporting deadlines.
- Provide general support to the finance team and senior accountants as needed.
- Support the M&E Manager in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all programs and projects, both new and established
- Provide technical field support to the M&E unit.



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- Ensure relevant and timely M&E information is provided in user-friendly formats to beneficiary communities.
- Monitor the systematic data collection and analysis of program indicators.
- Monitor and evaluate overall progress and sustainability on achievement of results
- Support on-site data verification visits.
- Liaise with program teams on data collection, entry and quality assurance queries.
- Ensure implementation and maintenance of project databases (FMS) and maintain a functional physical document management system.
- After quarterly reports are submitted ensure that all data is filed accordingly, conduct a review of the exercise.