



Vacancy: Financial Accountant – Cape Town

Learn to Earn (LtE) is a Christian skills development organization which seeks to develop people, especially unemployed people, socially, economically, emotionally, and spiritually.

Learn to Earn invites suitability qualified candidates to apply for the vacancy of Financial Accountant, based in Claremont. The Financial Accountant will report to the Director and COO. The successful candidate will be responsible for preparing the accounts, delivering all statutory reporting, and supporting management and the operational divisions with all finance related matters.

Main Requirements:

- **Hold to LtE's statement of faith and be an active member of an evangelical church.**
- Have a minimum of a B-Com degree (Hons)/ Accounting Degree or equivalent recognised professional qualification. Accounting articles preferable.
- Have at least 5 years' experience working in an accounting environment. Experience in the NPO PBO sector will be advantageous.
- Be service/ mission/ ministry minded.
- Experience using an accounting package such as Pastel/ Sage Evolution (advantageous) and familiarity with the use of Internet Banking Platforms.
- Proficiency in Microsoft Office is critical with advanced Excel Skills.
- Up to date with International Financial Reporting Standards (IFRS), Income tax and Vat act and the Companies act.
- Must be high performance orientated, can work independently, have functional proficiency, and initiative.
- Ability to meet deadlines is essential as well as attention to detail and report writing skills.
- Able to interact comfortably and effectively with people from different social, economic, cultural, and educational backgrounds and be team orientated.
- Four independent contactable references, in particular from previous reporting lines.

Primary responsibilities:

- Assisting the Director and COO with the efficient operation, control and use of resources and the implementation of the vision and mission of the organisation.
- Management of the accounts of the various entities within the organisation (LtE Trust NPO PBO and LtE Development Enterprise PTY LTD) including processing the monthly accounts, preparation of monthly management reports, annual accounts for the audit and the annual general meeting.
- Monitoring the cash flow status of the organization and reporting of this to management.
- Management of the electronic banking process and engagement with our service provider.
- Drafting of the annual budget, monitoring of actual performance against budget and interrogation of variances.
- Ensuring compliance with corporate governance, procedures, and protocols.
- Managing ad hoc projects as requested by Management.

- Attending to stakeholders (Funders, implementing partners, Management and Colleagues) queries and promoting a high level of financial accountability.
- Funding contract management – reviewing new contracts and ensuring compliance with existing contracts, particularly from a financial perspective.
- Recording of donations and donor details.
- Production and distribution of annual tax certificates to donors.
- Assist the Resource and Partnership Developer Manager with compilation of proposals for funders.
- Invoicing debtors and managing debtors' accounts.
- Management of the Payroll function, including - preparation of the monthly payroll, payment of salaries, production of payslips.
- EMP501 PAYE reconciliation and production of employee IRP5/IT3(a) forms.
- Submission of tax returns, inter alia PAYE, SDL, UIF, VAT, IT14.

Other Requirements:

Learn to Earn (LtE) is a registered Christian skills development organization which seeks to develop people, especially unemployed people, socially, economically, emotionally, and spiritually. As such this is a team ministry, and the following will also be required in addition to the above:

- Participate, contribute, and engage in weekly staff devotions and prayer meetings.
- To participate in the employer's Annual Staff Retreat. We go away together to do staff development and spiritual growth seminars.
- To participate in the employer's Annual General Meetings and other organisational functions (awareness and fundraisers) which may be after hours during the week or weekends.
- To be co-responsible for the continued development of the employer.
- To promote the employer and obtain financial support thereof.
- Outside of the employees' above responsibilities the employee will be expected to do things that fall outside of the ambit of their job description, such as sweeping, cleaning, covering for and helping other staff. This is a team ministry.
- Must have reliable transportation and a valid Driver's License

Application Process:

Should you meet and understand the above requirements, have the necessary experience and wish to apply, please do so in writing with:

1. Covering letter: In your covering letter please indicate your current and required salary, your mobility to travel between branches and notice period with your current employer, if any. It should also include your faith journey.
2. CV (no more than 3 pages) with 4 contactable references – in particular previous reporting lines (please exclude sending certificates).
3. Letter from your church pastor or small group leader regarding your church membership and activity.
4. Email to: vacancies@learntoearn.org.za with the subject line: Vacancy: Financial Accountant - Cape Town [your name here]

Closing date: 13 January 2023

Starting date and remuneration: 1 February 2023 or sooner; salary market related and TBC

Should you not have received a response within 4 weeks after the closing date, please consider your application to be unsuccessful. We reserve the right not to enter into correspondence in this regard. This advertisement has the minimum requirements listed. Management reserves the right to use additional, relevant information as criteria for short-listing. Also, we reserve the right to re-advertise if required.