Accountant Vacancy

SSACI (Swiss-South African Cooperation Initiative) seeks a hands-on accountant with many years of practical experience, sound judgement and a commitment to accurate reporting. We are a nonprofit organisation strengthening vocational education and pathways into work. The accountant will work closely with the CEO and project teams on organisational and project finances.

The position

This internal, part-time role requires eight to ten days per month, concentrated around payroll, month-end close and funder deadlines.

Key responsibilities

- Maintain Sage Accounting, the chart of accounts and project/funder codes; review allocations and process monthly journals so reports reconcile to the Sage trial balance.
- Complete monthly reconciliations for all bank accounts and key balance-sheet items; investigate differences and maintain a corrections log.
- Process Sage Payroll, payslips and salary schedules; reconcile payroll to bank payments and SARS records, and support EMP201, EMP501, UIF and IRP5/IT3(a) processes.
- Prepare monthly management accounts, cash-flow information, aged creditors and debtors, budget-versus-actual reports and commentary on material variances and risks.
- Maintain project-level accounts and budgets, track income, commitments, expenditure and remaining balances, and prepare routine funder financial reports and verification schedules.
- Manage a statutory compliance calendar and prepare or coordinate applicable SARS, CIPC, COIDA and Department of Social Development submissions, including PBO compliance support.
- Review source-document completeness and maintain an audit-ready finance file with reconciliations, lead schedules, fixed assets and supporting records.
- Prepare a monthly finance pack, meet with the CEO to discuss exceptions and decisions, and support FINCOM and Board presentations and internal and external audit queries.

Qualifications and experience

- A BAcc degree or Diploma in Accounting (Dip Acc) is required.
- At least eight years of hands-on accounting experience, including three years independently managing month-end close, management accounts and project reporting.
- Demonstrated practical experience in both Sage Accounting and Sage Payroll, including project coding, reconciliations and payroll compliance.
- Experience preparing donor or project budgets and expenditure reports, statutory submissions, and audit schedules.
- Ability to work independently, meet deadlines and explain financial information clearly.

Experience in an NGO, NPC, PBO or donor-funded organisation will be a strong advantage.

Applications

Send your CV and a short motivation to cv@ssaci.org.za with the subject line “SSACI Part-Time Accountant”. State your availability and remuneration expectation. Applications close 12:00 noon, 12 October 2026.