

**The South African Institute of International Affairs (SAIIA) based on the campus of the University of the Witwatersrand is an independent foreign policy and development think tank advancing a well-governed, peaceful, economically sustainable and globally engaged Africa.**

SAIIA seeks to make the following appointment:

**Accountant (ACC03/2020) (12-month contract, renewable based on performance)**

SAIIA seeks to appoint an Accountant to support the overall integrity of financial reporting. The Accountant will develop an in-depth understanding of project and programme budgets and will monitor and report programme financial performance in accordance with the requirements of the different donor and organisational requirements. He/she will support the production of the Institute's management accounts and fixed assets register.

**KEY RESPONSIBILITIES**

The Accountant will:

- Prepare monthly donor reports, supporting schedules as well as monthly and annual reconciliations of expenditure of donor reports.
- Prepare monthly balance sheet reconciliations.
- Ensure that financial reports are timeously circulated, are accurate and reliable.
- Take responsibility for the fixed asset register and supporting processes.
- Assist the Head of Finance with compiling the management accounts.
- Support financial aspects of program audits and ensure audit requirements and recommendations are monitored.
- Provide support and coaching to the Junior Accountant.
- Ensure compliance with legislation, international accounting best practice and standards.

**Essential experience, skills, qualifications**

- A bachelors' degree in accounting/financial management
- Accredited accountant from a recognised accountancy body – desirable
- A minimum of 10 years' experience in financial management and administration
- Advanced Excel skills, including complex financial formulae
- Experience in PASTEL accounting system
- Ability to create positive relationships with donors, project teams and other stakeholders across the organisation
- Excellent communication and written English skills
- Good planning and organisation skills
- Flexible approach to work and willing to play a full role in ensuring the success of the team
- Proven track record in preparing monthly management and donor reports to deadlines and required standards

For more information on SAIIA and its research agenda please visit [www.saiia.org.za](http://www.saiia.org.za). Candidates for this position should submit a motivational letter **quoting clearly the reference number of the position that they are applying for**, a comprehensive CV, together with the names of three referees with their contact details to Shannon Gard ([Shannon.gard@wits.ac.za](mailto:Shannon.gard@wits.ac.za))

Please note that only short-listed candidates will be called in for an interview. Applications close on 20<sup>th</sup> March 2020. Incomplete or late applications will not be considered.

**SAIIA will make an appointment in line with their employment equity policy. SAIIA reserves the right not to make an appointment.**