Job Profile

JOB INFORMATION SUMMARY	
JOB TITLE:	Senior Accountant
REPORTS TO:	Head of Finance & Operations
REPORTEES:	Grants Officer
FUNCTIONAL AREA:	Finance
GRADE/ SALARY:	TBC
LOCATION:	Sandton, Johannesburg, South Africa

ABOUT THE ORGANISATION

The economic and social cost of gender-based violence is not only catastrophic to social progress but has inhibiting effects to women leading productive lives in society. South Africa is facing a humanitarian crisis of women and children who live in fear.

The Gender-Based Violence and Femicide (GBVF) Response Fund, is a private sector led initiative that was launched by His Excellency President Cyril Ramaphosa in 2021, in partnership with IWFSA, to tackle the scourge of GBVF in South Africa. The Fund's goal is a South Africa free from gender-based violence and femicide directed at women, children, and vulnerable persons. The organisation is guided by the National Strategic Plan on GBVF and aims to play a critical role in making change happen through research, awareness, and practical support to organisations actively engaged in the fight against this scourge.

ROLE PURPOSE

The Senior Accountant is responsible for managing and strengthening the organisation's financial management, reporting, compliance and operational finance functions. The role ensures accurate financial reporting, effective budgeting and cash flow management, strong internal controls, and compliance with IFRS, tax, donor and governance requirements. The incumbent will support strategic decision-making through financial analysis and forecasting, coordinate audit processes, oversee grant and donation financial compliance and contribute to strengthening the Fund's financial sustainability, accountability and operational efficiency.

The Senior Accountant works closely with the Head of Finance & Operations and pro-bono accounting partners to ensure financial reporting is accurate, compliant and aligned accounting standards and best practice.

KEY PERFORMANCE AREAS

Functional Competencies	
Key Performance Area	**Key Activities**
a) Financial Management	• Prepare accurate and timely monthly management accounts. • Ensure compliance with IFRS and applicable accounting standards. • Maintain integrity of the general ledger and accounting records. • Prepare balance sheet reconciliations and supporting schedules. • Prepare monthly audit-ready files and working papers. • Preparation of annual financial statements in compliance with IFRS. • Ensure completeness and accuracy of financial disclosures in the financial statement. • Prepare annual organisational Budgets. • Assist with the preparation of Board submissions. • Implement the annual finance implementation plan. • Ensure compliance with tax regulations and maintain tax clearance status. .
b) Budgeting, Forecasting & Cash flow Management	• Prepare and maintain detailed cash flow forecasts. • Preparation of annual budgets and quarterly forecasts. • Monitor expenditure against budget and identify and explain variances. • Provide financial insights to support decision-making. • Assist the Head of Finance & Operations in scenario planning and financial modelling where required.
c) Payments, Controls & Operational Finance	• Manage end-to-end payment processing including approvals, processing and reconciliations. • Ensuring compliance with the procurement policy. • Ensure compliance with delegation of authority frameworks. • Manage the asset register and ensure accurate asset accounting. • Strengthen internal control processes to mitigate financial risk. • Support development and refinement of finance policies and procedures.
d) Grants, Donations & Compliance Management	• Ensure accurate recording of restricted and unrestricted funding. • Review donation requests, donation contracts and S18A certificates. • Monitor donor-related financial compliance requirements. • Support alignment between financial reporting and grant reporting. • Work closely with Programmes team to ensure adherence to best practice in regard to the grant making processes. • Review quarterly reports from grantees.
e) Audit & Risk Management Support	• Prepare documentation and schedules for internal and external audits. • Act as key liaison for internal & external audit information requests. • Support implementation of audit recommendations. • Assist with the identification and remediation of financial risks. • Contribute to strengthening financial governance frameworks.
f) Coordination of Pro-Bono & Financial Service Providers	• Serve as operational liaison with pro-bono service providers. • Ensure timely information sharing and alignment with reporting timelines. • Monitor service delivery quality and compliance with agreements. • Support coordination of financial advisory inputs where required.
g) People Management	• Experience in people management.
h) Other	• Carry out any other additional responsibilities that are within the scope of the job as requested by the Line Manager.

ROLE COMPETENCIES
• Strong professional accounting and financial management experience with advanced IFRS knowledge. • Experience in financial reporting, reconciliations, budgeting, forecasting, cash flow management and financial analysis. • Experience in audit preparedness and coordinating internal/ external audits. • Ensuring tax compliance is maintained. • Preparation of annual financial statement in compliance with IFRS. • Strong understanding of internal controls, compliance monitoring and risk management. • Critical and strategic thinking with strong analytical and problem-solving skills. • Proficiency in Microsoft Office Suite, particularly advanced skills in Excel. • Strong organisational, communication and stakeholder management skills. • Experience coordinating month-end and year-end financial processes. • Familiarity with non-profit and donor-funded environments will be advantageous. • Experience in procurement and supply chain management. • People management experience required. • Ability to work independently, remotely and under pressure when required. • Willingness and ability to travel as and when required.
JOB SPECIFIC REQUIREMENTS
Required years of experience at this level
• Minimum 5 - 7 years' relevant accounting experience leading financial management processes. • Experience in nonprofit, grant-making or donor-funded environments is advantageous but not a requirement. • Strong working knowledge of IFRS and tax compliance. • Experience managing audits and financial reporting.
Qualifications
Minimum Qualifications Required
BCom Honours in Accounting (CTA) (required) Completed articles (required) CA(SA) (advantageous)

Job profile approved by:		
_____	_____	_____
Name (Incumbent)	**Signature**	**Date**
_____	_____	_____
Chief Executive Officer	**Signature**	**Date**