



SUSTAINABLE
ENERGY
AFRICA

The Green Building
9B Bell Crescent Close,
Westlake, 7945
South Africa
Tel: +27 (0)21 702 3622
info@sustainable.org.za
www.sustainable.org.za

Sustainable Energy Africa NPC, a small and well established not for profit-company involved with energy and sustainable development, is seeking to appoint a **Finance and Admin Officer** on a full-time basis, based in Westlake, Cape Town.

Expected Start Date: January 8 2018

Salary: Negotiable, based on experience and qualifications

Salary Range between R144 000 to R210 000 per annum

Responsibilities:

Office duties

- Reception duties: Answer all telephone calls; manage staff whereabouts on the board; welcome all guests and employees in professional manner and other general reception duties
- Procurement: process requests for purchase of goods and services; advises project staff of suppliers, price and quality of goods procurement; assist project staff to understand and comply with procurement policy and procedures
- Office Maintenance: manage office maintenance i.e. office landlords, internet and general upkeep as needed; monthly purchase of office supplies
- Marketing and Communications Support: IT support; assist with printing marketing materials, newsletters, social media, website and photographing SEA activities

Finance support

- Creditors' Administration: process and pay outstanding amounts; ensure that necessary documentation is received to authorise payments; prepare reconciliations; liaising with suppliers professionally
- Project Finances: ; allocate and monitor project expenditure and ensure payments are authorised by project leaders; General Financial Administration: manage petty cash; manage staff reimbursements according to policies; assist in preparation of monthly management accounts; assist in preparation of annual financial statements for annual audit and project audits; and assist auditors in finalising the annual audits

Project support

- Project Administration: Travel bookings for projects teams' members; provide administrative support with setting up workshops, conferences, etc.

- Assist project leaders with general project administration and capture project staff timesheets
- Administration of Donor Funds: Create electronic and hard copy files for all projects including keeping records of all donor contracts or agreements

Requirements:

- Diploma and/or Degree in Finance / Accounting
- Minimum three years' experience with strong financial systems, controls and procedures
- Understanding of NGO sector and financial and administration of donor funds, would be an advantage
- Good organisational skills
- High level computer literacy skills, especially in Word, Excel, PowerPoint and Outlook. Experience in QuickBooks beneficial
- Good general communication skills
- Good written English
- Demonstrated ability to work efficiently, both individually and in a team
- Time management, attention to detail, and ability to prioritise and be flexible
- Be a mature and ethical individual with high personal standards of trustworthiness, honesty, accountability, and discretion

Preference will be given to PDI candidates

To apply, submit a CV and motivation letter to mukta@sustainable.org.za

Closing date for applications: 30th November 2017. Late applications will not be considered.

Only shortlisted candidates will be contacted for an interview.

SEA reserves the right to not hire for this position should no suitable candidates apply.

To know more about Sustainable Energy Africa, refer to www.sustainable.org.za