

VACANCY NOTICE

INTERNAL AND EXTERNAL ADVERT:			
Position	Grant Bookkeeper	Reports to	Financial Manager
Location	12 8 th Avenue Walmer Gqeberha	Department	Finance
Type of Contract	Fixed Term	Number of positions	One
Date of Vacancy	08 September 2026	Closing Date	30 September 2026
PURPOSE OF THE JOB			
The Grant Bookkeeper is responsible for maintaining accurate financial records for donor-funded projects and ensuring compliance with grant agreements, donor regulations, and organizational policies. The role supports the effective stewardship of donor funds by processing financial transactions, monitoring grant expenditures, preparing reconciliations, and assisting with financial reporting to donors, management, and auditors. The role requires close collaboration with programme teams, donors, auditors, and management to ensure that funds entrusted to the organization are managed responsibly and used to maximize impact for beneficiaries and communities served. The incumbent plays a key role in promoting financial accountability, transparency, and compliance within the organization.			
MINIMUM QUALIFICATIONS			
Diploma or Degree in Accounting, Finance, Bookkeeping, or a related field.			
EXPERIENCE			
- Minimum of 3 years' bookkeeping or finance experience. - Experience working within a nonprofit, NGO, donor-funded, or public benefit organization. - Experience managing grant finances and donor reporting requirements. - Knowledge of accounting systems such as Sage Evolution, Sage Intacct, Xero, QuickBooks, or similar.			
RESPONSIBILITIES			
Grant Financial Management - Record and maintain all grant-related financial transactions in the accounting system. - Ensure all income and expenditure are accurately allocated to the correct grants, projects, and cost centres. - Monitor grant expenditures against approved donor budgets and funding agreements. - Assist in tracking grant income, restricted funds, and deferred income. - Maintain grant files and supporting documentation in accordance with donor and organizational requirements. Bookkeeping & Accounting - Process accounts payable, accounts receivable, cashbooks, and general ledger transactions. - Prepare and post journal entries, accruals, prepayments, and adjustments. - Maintain accurate and up-to-date accounting records for all donor-funded activities. - Ensure proper coding of expenditure according to donor and project requirements. Bank & Account Reconciliations - Perform monthly bank reconciliations and investigate discrepancies. - Reconcile grant accounts, advances, supplier accounts, and donor balances. - Ensure all balance sheet accounts are reconciled and supported.			

Donor Compliance & Reporting

- Assist in preparing donor financial reports and expenditure statements.
- Verify that supporting documentation complies with donor requirements.
- Monitor compliance with grant agreements, donor regulations, and internal policies.
- Identify and report any non-compliance issues or budget variances.

Budget Monitoring & Financial Analysis

- Prepare monthly budget-versus-actual expenditure reports.
- Track project spending and provide expenditure updates to programme and project managers.
- Highlight potential underspending, overspending, or funding gaps.
- Support budget revisions and forecasting processes.

Audit Support

- Prepare audit schedules and supporting documentation for grant-funded projects.
- Assist external auditors with information and documentation requests.
- Support the implementation of audit recommendations and corrective actions.

Internal Controls & Risk Management

- Ensure adherence to organizational financial policies and procedures.
- Support the maintenance of strong internal control systems.
- Safeguard donor funds and confidential financial information.
 - Assist in identifying financial risks and recommending improvements.

OTHER / BEHAVIOURAL COMPETENCIES

- Sound knowledge of bookkeeping and accounting principles
- Understanding of donor-funded projects and grant compliance requirements
- Strong reconciliation and financial reporting skills
- Proficiency in Microsoft Excel and accounting software
- Excellent attention to detail and accuracy
- Strong organizational and time – management skills
- Ability to work independently and meet strict reporting deadlines
- Good communication and stakeholder engagement skills
- High ethical standards and commitment to accountability and transparency

Due to the high volume of applications, only shortlisted candidates will be contacted. If you do not receive a response within 30 days of the closing date, please consider your application unsuccessful.

APPLICATIONS TO	https://forms.gle/j8bm8iU5mJ8V5Tq7A
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