


Job Description and Specification: Project Accountant

 **JOB TITLE:** Project Accountant

 **LOCATION:** Pietermaritzburg

 **EMPLOYER:** South African School of Practical Skills (Pty) Ltd t/a SasopsBiz

 **REPORTING TO:** Director

Job Purpose

SasopsBiz, a dynamic business incubator focused on Enterprise Development, Projects Management, Facilities Administration and Training is seeking a qualified and experienced Project Accountant. The successful candidate will be responsible for the financial administration of projects, donor and grant compliance, statutory compliance, and supporting the organisation in achieving sound financial governance.

Key Responsibilities

1. Project Accounting & Financial Management

- Maintain accurate project budgets, forecasts, and financial reports.
- Track, monitor, and report project expenditures against approved budgets.
- Prepare monthly, quarterly, and annual financial reports for internal use and for funders.
- Reconcile project accounts and ensure accurate general ledger postings.
- Ensure correct allocation of costs and timeous invoicing or claims submissions.
- Support audits by ensuring complete and accurate financial documentation.

2. Organisational Financial Management

- Maintain up-to-date financial records in line with accounting standards and regulations.
- Process payments, receipts, and journals using Manager Accounting software (or equivalent).
- Oversee bank reconciliations, petty cash, and supplier reconciliations.
- Prepare monthly management accounts for review by senior management.
- Support annual budgeting and mid-term reforecasting processes.

3. Compliance & Governance

- Ensure compliance with SARS (VAT, PAYE, Income Tax), CIPC, Labour, and other statutory bodies.

- Manage submission of EMP201, EMP501, IRP5s, UIF declarations, and related returns.
- Monitor donor/funder compliance requirements, including procurement thresholds and financial reporting timelines.
- Maintain accurate records of tenders, contracts, donor agreements, and grant conditions.

4. Administration & Support

- Maintain a finance filing system (manual and digital).
- Support internal procurement processes and bid committees.
- Assist with financial aspects of fundraising proposals and donor applications.
- Train junior finance or administrative staff on compliance and finance procedures.

Qualifications & Experience

Minimum Requirements:

- National Diploma or BCom Degree in Accounting, Financial Management, or similar.
- 3–5 years' experience in financial accounting or completed articles.
- Experience working in donor-funded/NPO/NGO/incubator/Project Management environments.
- Strong knowledge of compliance requirements for SARS, CIPC, and funders.
- Proficiency in Manager Accounting software (or similar cloud-based accounting systems).
- Advanced Excel and financial reporting skills.

Skills & Competencies

- High level of integrity, accuracy, and attention to detail.
- Good understanding of project-based accounting and donor compliance.
- Strong communication skills (verbal and written).
- Excellent time management and ability to handle multiple projects.
- Self-motivated with the ability to work independently and in teams.
- Commitment to the mission of enterprise development and community upliftment.
- Experience preparing for audits (external and donor-specific).

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Remuneration

Market-related and commensurate with experience.

Application Process

Interested candidates should submit their CV, cover letter, and three contactable references to siphelele@sasopsbiz.co.za; cc nduna@sasopsbiz.co.za by Friday 25 July 2025. Please use the subject line: Application – Project Accountant.