



## **Call for Applications: Bookkeeper**

The Helen Suzman Foundation seeks to appoint an experienced bookkeeper to oversee its financial management function. The successful candidate will be responsible for ensuring sound financial governance, compliance with donor and statutory requirements, and providing strategic financial support to the executive director and the Board.

### **Key Responsibilities**

- Provide oversight of the organisation's financial management and accounting functions.
- Maintain accurate financial records, including bookkeeping, general ledger management, and reconciliations.
- Manage all banking activities, including cash flow management.
- Oversee and authorise payments.
- Monitor organisational expenditure and ensure alignment with approved budgets and donor agreements.
- Lead the preparation of annual and multi-year budgets and support strategic financial planning.
- Manage and prepare monthly, quarterly, and annual financial reports.
- Manage external audit process.
- Ensure timely and accurate financial reporting to donors and funders, as well as maintaining relevant financial records and reporting systems.
- Process staff claims, payroll-related payments, and reimbursements.
- Ensure compliance with all relevant legislation, financial regulations, and donor requirements especially with the Masters Office, NPO Directorate, and SARS.
- Strengthen and maintain financial policies, systems, and internal controls.
- Contribute to organisational risk management and governance processes.

### **Minimum Requirements**

- A relevant tertiary qualification in finance, bookkeeping, or a related field with 3-5 years relevant experience.
- Demonstrated experience in the non-profit sector.

- Proven experience in preparing and managing budgets, audits, and financial statements.
- Strong knowledge of donor compliance, grant management, and reporting requirements.
- Sound understanding of South African financial, tax, and statutory compliance obligations especially.
- Advanced proficiency in Microsoft excel, and financial software such as SimplePay.
- Experience reporting to senior management and Boards.

Kindly submit your CV with two contactable references and a cover letter to [yvette@hsf.org.za](mailto:yvette@hsf.org.za)

**Close of Applications 25 March 2026**