



TEL +27 11 339 1476 | WWW.IRANTI.ORG.ZA
30 WIMBLEDON ROAD, BRIXTON, JOHANNESBURG, GAUTENG, 2092
NPC REG NO. 2019/626616/08

Job Profile: Finance Officer

Job title	Finance Officer
Reports to	Executive Director
Escalation route	Treasurer of the Board, on matters of financial integrity
Direct reports	None
Location	30 Wimbledon Road, Brixton, Johannesburg
Employment type	Fixed term to 28 February 2027, full time. Extension subject to funding and performance
Date	September 2026

Overview

Irantí is rebuilding. The organisation is working through a period of turnaround and stabilisation that includes restoring and strengthening its financial systems. The Finance Officer joins Iranti as we move from consultant to in-house staffing of our financial management.

The Finance Officer provides strategic financial leadership and operational oversight, ensuring transparency, accountability, and sustainability of Iranti's resources. The role is responsible for financial management, budgeting, reporting, audits, payments and the supervision of junior staff.

Key Responsibilities

Financial Administration

- Maintain accurate and up-to-date financial records.
- Process supplier payments, invoices, receipts and expense claims.
- Prepare bank reconciliations and monitor cash flow.
- Maintain petty cash and other financial records where applicable.
- Process payroll and ensure timely statutory deductions and payments.

Budgeting and Financial Reporting

- Support the preparation of organisational and project budgets.
- Monitor expenditure against approved budgets and identify variances.
- Prepare monthly financial reports for management.
- Assist with donor financial reports in accordance with funding agreements.
- Support financial forecasting and cash flow planning.

Disclaimer: Whilst all reasonable steps are taken to ensure the accuracy and integrity of the information contained herein, Iranti accepts no liability or responsibility whatsoever if the information is, for whatsoever reason, incorrect and Iranti reserves its right to amend any incorrect information.



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Compliance and Internal Controls

- Ensure compliance with organisational financial policies and procedures.
- Maintain complete and accurate financial documentation for audit purposes.
- Support annual and project audits by preparing required documentation.
- Ensure compliance with tax, labour and other statutory financial requirements.
- Assist in strengthening financial systems and internal controls.

Procurement and Grant Administration

- Support procurement processes and ensure compliance with organisational procurement policies.
- Maintain financial records relating to grants and restricted funding.
- Monitor expenditure against donor budgets and funding conditions.
- Assist programme staff with financial procedures and donor compliance requirements.

Organisational Support

- Respond to financial queries from staff, suppliers and service providers.
Promote sound financial management practices across the organisation.
Contribute to the continuous improvement of Iranti's financial systems and processes.

Inherent Job Requirements

- Proficiency in English
- Financial acumen, knowledge of non-profit legal frameworks and governance systems.

Education

- Bachelor's degree in Accounting, Finance, or related field. An honours degree or postgraduate qualification will be advantageous
- Professional qualification/registration with SAICA, CIMA or ACCA is preferred.

Job experience

- Minimum of 3-5 years' proven experience in a finance or accounting role
- Experience working within a donor-funded or non-profit organisation is desirable.
- Experience preparing donor financial reports will be an advantage.

Technical Skills

- Proficiency in Microsoft Excel.
- Experience using accounting software such as Sage, QuickBooks or Pastel.
- Understanding of bookkeeping principles and financial controls in non-profit organisations.
- Knowledge of South African tax and non-profit compliance requirements.

Behavioural Competencies

- Integrity and accountability.



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- Strong attention to detail.
- Excellent organisational and time management skills.
- Analytical and problem-solving ability.
- Good written and verbal communication skills.
- Ability to work independently and manage competing priorities.
- Collaborative and supportive approach to working with colleagues.
- Commitment to confidentiality and ethical financial practice.

Job Knowledge

- Strong knowledge of donor reporting, grant management and audit procedures.
- Financial acumen to develop, track and manage Iranti's budget, including restricted contracts, foreign funds, forex, complex investments and fiscal sponsorships.

Application Process:

Interested candidates are invited to submit their CV along with a cover letter detailing their relevant experience and suitability for the role.

Iranti is an equal opportunity employer and encourages applications from individuals of diverse backgrounds. Applications from lesbian, queer, trans and gender diverse individuals will be prioritised. We reserve the right not to make an appointment.