ICLEI is a global cities network committed to sustainable development. Our African office, serving more than 100 cities and located in Cape Town (www.africa.iclei.org), is currently expanding. We hereby invite suitably qualified individuals to apply for the positions below:

Project Finance Officer (PFO): initial 2-year contract position

Starting date: May-June 2020
Salary: R25000-R35000 per month

Reporting to the Financial Manager, the successful candidate will be responsible for but not limited to:
- Managing all project reporting as required by various donors
- Setting up all finance meetings with the respective Project Managers
- Following all financial procedures as per audit requirements
- Following all financial procedures as per project contracts
- Attending to all project invoicing instructed by the Project Managers

This position is suited to an individual looking for an environment that can provide flexible working hours but understanding that all reporting deadlines MUST be met. The scope and hours required for this function will be negotiated and agreed upon with the appointed candidate.

Competencies:
- Attention to detail;
- Ability to work accurately under pressure;
- Very strong numeric skills;
- Sound understanding of accounting principles;
- Independent & task orientated worker;
- Ability to learn and be flexible;
- Strong Excel skills is essential (skills will be tested during interview)

Requirements:
- A tertiary level accounting qualification (B Com degree or equivalent)
- Minimum of proven 5-year experience, at comparable level of the advertised position with similar / same responsibilities
- Preferably living in Cape Town and available to start immediately

Please forward a comprehensive CV and motivating letter, including a copy of your ID, available starting date, three references and current / expected package to Sonya Smith (sonya.smith@iclei.org) by 17h00 on 4 May 2020.

Incomplete applications will not be considered.

Applicants who have not been contacted within 30 working days after the closing date of this advertisement should regard their applications as unsuccessful.