



science, technology
& innovation

Department:
Science, Technology and Innovation
REPUBLIC OF SOUTH AFRICA



FINANCE OFFICER

The South African Council for Natural Scientific Professions (SACNASP), the regulatory authority for Natural Science professionals in South Africa, is seeking a dynamic, knowledgeable, and result orientated finance officer to provide professional support to the organisation in achieving its strategic mandate.

Reporting to the Accountant under the Finance Manager, the Finance Officer the key job purpose is to maintain accurate financial records, support the accountant in processing financial transactions, manage cash flow, and assist in compliance with financial regulations.

This role involves preparing financial reports, assisting in budgeting, providing financial insights, collaborating with departments to manage expenses, optimise resources, and contribute to long-term financial planning to support organisational decision-making and contribute to the overall financial integrity and sustainability of SACNASP.

Key Responsibilities:

- Maintain accurate financial records and assist in reconciling accounts.
- Prepare accurate and timely financial reports for the accountant's review.
- Process invoices, payments, and receipts.
- Reconcile vendor and customer accounts.
- Support debt collection processes.
- Cashbook and Bank reconcile.
- Assist in the processing of payroll for employees on a timely and accurate basis.
- Verify and input employee work hours and other payroll data into the payroll system.
- Assist in the preparation of reports and payroll documentation for internal and external audits.
- Ensure compliance with payroll laws and regulations, including tax calculations, benefits deductions, and statutory contributions.
- Liaise with the HR team to ensure seamless coordination between payroll and employee data.
- Assist with preparation and submission of statutory returns including VAT, EMP201, EMP501 and other regulatory filings.
- Reconciling payroll third party payments (SARS, UIF, SDL, Garnishees etc.)
- Action internal and external audit queries and/or findings, ensuring complete access to records.
- Address audit findings with appropriate corrective actions.

- Prepare audit-ready financial records/files.
- Budgeting and financial planning support.
- Maintain the fixed asset register and assist with asset verification, depreciation calculations and disposals.
- Monitor daily cash flow.
- Ensure availability of funds for operational needs.
- Assist in optimising liquidity.
- Provide accurate financial information to internal teams and external stakeholders.
- Respond promptly to queries, timely financial information and address inquiries effectively.

Minimum Requirements:

- National Diploma or BCom degree in Accounting/Internal Audit/Taxation.
- 2-3 years of relevant experience in finance or accounting.
- Sound working knowledge of Financial Accounting reporting (IFRS, IFRS for SMME's, GRAP).
- Proficiency in SAGE300, Pastel and SAGE VIP or Payroll professional, as well as Microsoft Office (Excel, Word, PowerPoint).
- Sound working knowledge of financial regulations and compliance frameworks (PFMA, PPPFMA and Treasury regulations).
- Proven ability to record, classify, and organise financial transactions systematically.
- Experience handling accounts payable (processing invoices/payments) and accounts receivable.
- Understanding of FICA, PPPFA, and Corporate Governance (King IV)

Added Advantage:

- Experience within a regulatory or public sector environment will be an advantage.
- Experience in audit processes and collaborating with auditors, including preparation of audit files, and responding to audit queries will be an advantage.

Key Competencies:

- Financial software (e.g., SAGE300, Pastel, Payroll Professional, e-filing, QuickBooks, Oracle, Xero).
- Financial analysis and interpretation.
- Effective Communication and stakeholder engagement.
- High level of integrity and ability to handle confidential information with discretion.
- Understanding of internal controls and ability to ensure compliance with financial policies and procedures.
- Ability to manage multiple deadlines and work under pressure.

Other Requirements:

- Willingness to travel when required.
- Availability to work extended hours, including overtime when necessary.

Salary: Market-related

Job Type: Permanent

Commencement: ASAP

To apply for this position, please forward your comprehensive CV, certified copies of your

qualifications and ID, cover letter detailing role suitability to hrapplications@sacnasp.org.za

Closing date: 31 July 2026

This position will comply with Employment Equity principles.

SACNASP reserves the right not to make an appointment.