Scalabrini
Centre of Cape Town

WE ARE HIRING
Financial Accountant

Job Title	**Financial Accountant**	
Reports to	Financial Manager & Executive Director	
Work Location	Scalabrini Centre of Cape Town, 47 Commercial Street, Cape Town CBD, and one day per week in Westlake, Cape Town	
Work Hours	Monday to Friday, 08h00 to 16h00	
Closing date	20 November 2026	
Email your application to:	recruitment@scalabrini.org.za	**Include:** Your CV, a copy of your ID and proof of your highest qualification

ABOUT US

The Scalabrini Centre of Cape Town is a South African NPO advocating for the rights of people on the move, including vulnerable children. Our mission is to welcome, protect, promote, and integrate people on the move into local communities.

THE ROLE

The Financial Accountant is responsible for managing the organisation's day-to-day financial and accounting functions, ensuring accurate financial records, effective cash-flow management, sound financial controls and compliance with relevant donor, tax and regulatory requirements. The role extends beyond routine accounting processes to include financial analysis, reporting and providing reliable financial information and insights to support management and organisational decision-making.

WHAT WE ARE LOOKING FOR

- Degree or diploma in Accounting, or higher qualification in Accounting, with minimum four (4) years' experience in a financial accounting role.
- Experience with QuickBooks Online or similar accounting software.
- Sound working knowledge of accrual accounting, bank reconciliations and VAT.
- Able to go beyond capturing and processing financial information: interpret figures, identify discrepancies and trends, draw meaningful conclusions, and communicate clearly and confidently to management.
- Experience engaging directly with funders.
- Experience in preparing management and programme-level financial reports.
- At least two years' experience in the non-profit sector.
- Professional presence, strong analytical thinking, sound judgement and excellent reporting capabilities.
- Initiative, accountability and attention to detail; comfortable explaining financial matters, highlighting potential risks or irregularities, and providing reliable information to support decision-making.

Key responsibilities

Financial management and accounting

- Monitor bank accounts daily, identify and flag suspicious transactions, and manage cash-flow requirements.
- Perform monthly bank reconciliations and resolve outstanding transactions.
- Process accounts payable and receivable, including invoicing and payment follow-ups.
- Prepare journal entries, balance sheet reconciliations, and month-end and year-end procedures.
- Prepare financial statements, including income statements.
- Reconcile bank transactions and clear outstanding items in QuickBooks.
- Maintain accurate financial records and supporting documentation, in both electronic and physical formats.

Payments and financial administration

- Review payment requisitions and supporting documentation.
- Load and manage payments and creditors on the banking platform.
- Maintain audit trails and proof-of-payment records.
- Manage petty cash, including issuing, reconciliation and monthly counts.
- Maintain administrative financial trackers, including debit orders and expense allocations, and follow up on outstanding items.
- Process payroll-related payments and ensure sufficient funds are available for salary payments.

Donor and management reporting

- Maintain accurate records of restricted and unrestricted funds.
- Track and record donor receipts.
- Prepare funder financial reports in accordance with donor requirements and deadlines.
- Compile management and programme-level financial reports on request.
- Provide financial information and reporting to support management decision-making.

Compliance and external liaison

- Liaise with the organisation's external tax advisors regarding VAT submissions and SARS matters.
- Support compliance with applicable NPO regulatory requirements.
- Support internal and external audit processes.

PLEASE NOTE: Only short-listed candidates will be contacted after the closing date. Scalabrini Centre reserves the right not to make any appointment in this position. Shortlisted individuals may be contacted for further supporting documents and/or personal details.
Scalabrini Centre has a zero-tolerance policy regarding sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination, and adheres to strict child safeguarding principles. Selected candidates will undergo reference and background checks, including verification of academic credentials and employment history. Selected candidates may be required to provide additional personal information and/or be subjected to a practical test as part of the selection process.