

VACANCY ADVERTISEMENT

## Asset & Finance Officer

<b>Position:</b>	Asset & Finance Officer
<b>Organisation:</b>	FS Rainbow Seeds
<b>Location:</b>	Bloemfontein, Free State (with travel to project sites)
<b>Remuneration:</b>	R29,372 per month (CTC)
<b>Employment Type:</b>	Full-Time   Fixed-Term (Donor Funded)
<b>Closing Date:</b>	Friday, 29 May 2026

### ABOUT THE ORGANISATION

FS Rainbow Seeds is a non-profit organisation based in the Free State, committed to providing inclusive services for key and vulnerable populations. We operate across multiple project sites and are seeking a dynamic, detail-oriented individual to join our Finance team in a dual-function capacity.

### POSITION OVERVIEW

The **Asset & Finance Officer** is a blended role that combines donor-compliance asset management with the operational finance needs of the organisation. Reporting to the Finance Manager, the incumbent will maintain the asset register, support financial reporting and compliance, and assist with day-to-day bookkeeping. The role requires regular travel to project sites.

### KEY RESPONSIBILITIES

#### Asset Management

- Maintain and update the organisation's asset register in line with donor and organisational policies.
- Conduct regular physical verification of assets across all project sites.
- Tag, track, and record all moveable and fixed assets.
- Prepare asset reports and reconciliations for internal and donor reporting.
- Record asset acquisitions, disposals, transfers, and depreciation accurately.
- Coordinate asset handover processes and maintain supporting documentation.
- Assist with asset-related audit queries and provide supporting evidence.

#### Finance & Bookkeeping Functions

- Process and capture financial transactions including receipts, payments, journals, and accruals.
- Maintain accurate cashbook and petty cash records.
- Prepare monthly bank reconciliations and resolve reconciling items timeously.
- Assist in the preparation of monthly management accounts and financial reports.
- Process supplier invoices and ensure timely payment per organisational procedures.

- Support the Finance Manager with budget monitoring, variance analysis, and donor reporting.
- Assist with month-end and year-end financial close processes.
- Maintain proper filing of financial documents (physical and electronic) for audit readiness.
- Support internal and external audit processes by providing required documentation.
- Ensure compliance with applicable financial policies, procedures, and donor requirements.
- Assist with payroll support functions as required.

## MINIMUM REQUIREMENTS

### Qualifications

- Bachelor of Commerce (BCom) in Accounting or equivalent NQF Level 7 qualification.

### Experience

- Minimum of 2 years' relevant experience in finance, bookkeeping, or asset management.
- Experience in the non-profit/NGO sector will be an added advantage.
- Demonstrated experience with financial systems and accounting software.

### Skills & Competencies

- Strong numerical ability and attention to detail.
- Proficient in Microsoft Excel and Word; experience with accounting software (e.g. Pastel, QuickBooks, or similar).
- Good understanding of basic accounting principles and asset management practices.
- Ability to work independently and manage multiple tasks under pressure.
- Strong communication and interpersonal skills.
- High level of integrity and confidentiality.
- Valid Code 8 (EB) driver's licence — **essential** (travel to project sites is required).

## HOW TO APPLY

Interested candidates are invited to submit the following documents in a **single email**:

- A recent, comprehensive **Curriculum Vitae (CV)**.
- A **motivation letter** clearly indicating suitability for the role.
- Certified copies of all relevant **academic qualifications and certificates**.

**Email to:** recruitment@fs-rainbowseeds.org.za

**Copy (CC):** finance@fs-rainbowseeds.org.za

**Subject Line:** Asset & Finance Officer Application

**Closing Date:** Friday, 29 May 2026

***NB: Late applications will NOT be considered.** If you do not receive a response within 30 days of the closing date, please consider your application unsuccessful. FS Rainbow Seeds reserves the right not to make an appointment.*

*FS Rainbow Seeds is an equal opportunity employer. People with disabilities and women are encouraged to apply.*