

VACANCY ADVERTISEMENT

Finance Clerk

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| Position: | Finance Clerk |
| Organisation: | FS Rainbow Seeds |
| Location: | Bloemfontein, Free State (with travel to project sites) |
| Remuneration: | R22,957 per month (CTC) |
| Employment Type: | Full-Time Fixed-Term (Donor Funded) |
| Closing Date: | 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 looking for a motivated Finance Clerk to support our Finance team with day-to-day financial and administrative functions.

POSITION OVERVIEW

The **Finance Clerk** will provide essential administrative and financial support to the Finance team, ensuring accurate record-keeping, timely processing of transactions, and efficient procurement administration. Reporting to the Finance Manager, this is an entry-to-mid-level role suited to a candidate with a solid financial foundation who is eager to grow within the NPO sector.

KEY RESPONSIBILITIES

Procurement & Purchase Orders

- Prepare and process purchase orders (POs) in line with organisational procurement policies.
- Obtain and evaluate supplier quotations, ensuring compliance with procurement thresholds.
- Maintain an accurate and up-to-date procurement register.
- Liaise with suppliers regarding order status, deliveries, and invoice queries.
- Ensure all procurement documentation is complete, approved, and properly filed.
- Assist with the preparation of procurement reports and bid/quotation analysis summaries.

Financial Administration & Bookkeeping

- Capture and process financial transactions including invoices, receipts, and payments.
- Maintain and reconcile petty cash records and prepare petty cash reimbursement requests.
- Assist with monthly bank reconciliations and follow up on outstanding items.
- File and maintain financial records (physical and electronic) to ensure audit readiness.
- Match supplier invoices against purchase orders and delivery notes (three-way matching).
- Assist with preparation of payment schedules and ensure timely processing of creditors.

- Support the Finance Manager and Asset & Finance Officer with month-end close activities.

Reporting & Compliance

- Assist in preparing financial reports, schedules, and supporting documents for donor reporting.
- Ensure adherence to organisational financial policies, procedures, and donor requirements.
- Support internal and external audit processes by providing requested documentation.
- Flag any financial irregularities or anomalies to the Finance Manager promptly.

General Finance Support

- Manage incoming and outgoing financial correspondence and queries.
- Assist with travel and subsistence claim processing and reconciliations.
- Provide general administrative support to the Finance team as required.
- Perform any other finance-related duties as assigned by the Finance Manager.

MINIMUM REQUIREMENTS

Qualifications

- Diploma in Finance, Accounting, or a related field (NQF Level 6 or equivalent).

Experience

- Minimum of 1 year's relevant experience in a finance, accounting, or administrative role.
- Experience in the non-profit/NGO sector will be an added advantage.
- Exposure to procurement processes and purchase order administration is desirable.

Skills & Competencies

- Basic understanding of accounting principles and financial processes.
- Proficient in Microsoft Excel, Word, and Outlook.
- Experience with accounting software (e.g. Pastel, QuickBooks, or similar) advantageous.
- Strong organisational skills with excellent attention to detail.
- Ability to work under pressure, meet deadlines, and manage competing priorities.
- Good communication skills — both written and verbal.
- High level of integrity, honesty, and confidentiality.
- Valid Code 8 (EB) driver's licence — **advantageous**.

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: Finance Clerk 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.