



2024 Vacancy

The SAEEC is seeking a Junior Financial Administrator to play a crucial role in maintaining accurate financial records and supporting the overall financial management of the organization.

Are you passionate about energy efficiency and sustainability? Do you thrive in a dynamic environment where you can make a meaningful impact? The South African Energy Efficiency Confederation (SAEEC) is looking for a dedicated individual to join our team as a permanent employee, focusing on managing our Membership Database.

Position Available: Junior Financial Administrator
Closing Date: Upon Finding the right Candidate
Start Date: Immediately

Responsibilities:

- Accounts payable tasks for supplier invoices of payments to be made by Treasurer.
- Accounts receivable tasks for customer invoices, credits notes, statements, debt collection and consolidation for audit review.
- Keeping record of income and expenses against budget.
- Managing registrations for events and training and report to relevant committee secretaries.
- Filing and accurate record keeping of all account's documentation with monthly annual financial reports.
- Keep record of proof of approval for all transactions and financial decisions
- Ensure compliance with POPI and PAIA Acts and Non-Disclosure Agreements
- Upholding of legal requirements of governing documents as per SARS
- Preserve the Code of conduct for SAEEC members and Association of Energy Engineers (AEE).
- Act as an information and reference point for the Treasurer and other committee members (clarifying past practice and decisions; confirming legal requirements
- Filing and recordkeeping of EMP201, IRP5, Payroll summary, Remunerations, Commissions,
- Filing and recordkeeping of Bank statements
- Quarterly Review to Treasurer for SAEEC Board
- Assist with VAT Returns every second month and attend to queries.
- Provide information for Annual Financial Statement (AFS), related enquiries, filing and recordkeeping.
- Yearly CIPC update & renewals, recordkeeping, and filing.
- BBE Affidavits maintenance, recordkeeping, and filing
- Central Supplier Database (CSD) maintenance and attend to enquiries if TAX non-compliant.
- Workmen's Compensation maintenance, recordkeeping, and filing
- NPO maintenance, recordkeeping, and filing

Requirements:

- Strong organizational skills with meticulous attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Familiarity with database management systems is preferred (Computer literacy - MSOffice (Intermediate Excel knowledge), Email

- Passion for energy efficiency and sustainability is a plus.
- Financial related studies highly recommended
- Location: Benoni

Benefits:

- **Competitive Salary** - Enjoy a competitive salary package that reflects your skills and experience.
- **Professional Development** - Access opportunities for professional growth and advancement within the organization.
- **Contribution to Sustainability** - Contribute to the advancement of energy efficiency and sustainability in South Africa.
- **Skill Enhancement** - Enhance your organizational and communication skills through database management and member engagement.
- **Networking Opportunities** - Connect with professionals and experts in the field of energy efficiency.

How to Apply:

Please complete the online vacancy application link below where you will be asked to submit your resume, qualifications and why you're interested in this position at SAEEC.

Apply here: https://docs.google.com/forms/d/e/1FAIpQLSdNsHqLhILacAvzRCdm-Mp0y74VxuvKMR6k2dhktpe9Cl8Atg/viewform?usp=sf_link

Join us in our mission to create a more sustainable future through energy efficiency.
Together, we can make a difference! #JoinSAEEC #EnergyEfficiency #Sustainability