

INTERNAL\EXTERNAL ADVERTISEMENT

Management Accounting Officer

(1-year fixed term contract)

National Office-Sandton



New loveLife Trust is an NGO that campaigns with nationwide community level outreach and supports programmes that promote healthy, HIV-free living among South African teens. loveLife has reached unprecedented scale in implementing cutting-edge comprehensive and combined social behaviour change programming face-to-face with adolescents.

The Trust is looking to recruit a suitable candidate to support the Finance Department with accurate and timely management information, budget monitoring, donor/funder financial reporting, financial analysis and business support. The successful applicant would be required to fulfil the following primary functions in a professional manner and with technical excellence:

- Management Information Reporting.
- Assist with the preparation of monthly management accounts and financial reports.
- Prepare monthly expenditure reports for departments and budget holders.
- Compile budget-versus-actual reports and basic variance explanations.
- Prepare supporting schedules for month-end and quarterly reporting.
- Assist with ad hoc financial information requested by the Finance Manager or budget holders.
- Assist with the preparation of donor/funder financial reports using approved templates.
- Compile supporting financial schedules and documentation for donor reports.
- Check project expenditure and coding against approved budgets and funding requirements.
- Follow up on outstanding financial information required for donor reporting.
- Assist with donor audits and financial information requests.
- Assist with the annual budgeting and periodic forecasting processes.
- Consolidate budget information received from departments and programmes.
- Capture approved budgets and authorised budget adjustments in the financial system.
- Prepare routine budget-versus-actual reports for review.
- Maintain budget schedules and supporting documentation.
- Business Support.
- Provide routine financial information to programme teams and budget holders.
- Assist with basic project/programme costings and financial schedules.
- Maintain management accounting working papers and reporting files.
- Assist with reconciliations relevant to management and project reporting.
- Perform other finance-related duties reasonably assigned by the line manager.

Suitable candidates will need to satisfy the following requirements:

- A relevant tertiary qualification in Accounting or Finance.
- Studying towards a professional accounting qualification like CIMA will be an advantage.
- Minimum 3- _4 years' relevant experience in accounting, financial reporting, budgeting or project/donor finance.
- Experience in an NGO, donor-funded or project environment will be an advantage.
- Accounting operations and financial processes
- Management accounting and financial reporting principles
- Basic understanding of budgeting, forecasting and variance analysis
- Donor/funder financial reporting requirements

- 
- Logical and analytical skills
 - Coordination and problem solving
 - Good oral and written communication skills
 - Personality with drive and energy
 - Accurate, analytical and detail oriented
 - Diligent and able to work under pressure
 - Deadline driven with good time-management skills
 - Knowledge of fund accounting, project accounting including and reporting requirements to major Government agencies, is an advantage
 - Ability to interact with people at all levels
 - A valid driver's license

Total remuneration package: R 20 000.00 per month

Please forward a summarised CV (no certificates) via e-mail to: recruit@lovelife.org.za to reach loveLife National Offices no later than **18 September 2026**.

Please note that:

1. The New loveLife Trust reserves the right to amend and/or withdraw adverts at any time without notification.
2. If you do not receive any feedback on your application within six weeks from the closing date, please consider your application unsuccessful.
3. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR EMAIL