



Job Advertisement

POST SARCS03/2026: Finance Officers x 7

BACKGROUND

The South African Red Cross Society (SARCS) was established by an Act of Parliament as a humanitarian organization auxiliary to the Government in the humanitarian field. The auxiliary mandate of SARCS as stipulated in the Red Cross Act, demands that it plays a pivotal role in complimenting Governments efforts in Disaster management, Social and Health Services. The SARCS service provision aims at preventing and alleviating human suffering, protecting life and health, and restoring the dignity of the most vulnerable communities.

Reporting Station: Mpumalanga (3) and Limpopo (4)

Duration: 3 months contract without expectation of renewal

MAIN PURPOSE OF THE JOB:

A Finance Officer will be responsible for managing the financial operations of SARCS in specific branch with a district, ensuring that funds are used efficiently, transparently, and in compliance with donor, organizational, and statutory requirements. This role is critical in ensuring that humanitarian and development projects are financially accountable, donor-compliant, and able to deliver services effectively and efficiently to the communities they serve.

KEY PERFORMANCE AREAS

- Prepare and monitor branch budgets and forecasts.
- Process payments, receipts, and journal entries.
- Maintain accurate financial records and accounting systems.
- Prepare monthly and periodic financial reports as required.
- Ensure compliance with donor regulations and organizational financial policies.
- Manage cash flow, bank reconciliations, and petty cash.
- Support internal and external audits.
- Monitor project expenditures against approved budgets.
- Provide financial guidance to program teams and district management.
- Ensure compliance with tax and statutory obligations.
- Build the financial capacity of project staff where necessary.

SKILLS REQUIRED

- Bachelor's degree or equivalent in Accounting, Finance, Commerce, or a related field.
- Professional qualification (ACCA, CIMA, CPA, or equivalent) is an advantage.

- Experience in NGO accounting, preferably in humanitarian and development projects.
- Knowledge of donor regulations.
- Proficiency in accounting software (e.g., QuickBooks, Sage, SunSystems, Microsoft Dynamics) and Microsoft Excel.
- Strong analytical, organizational, and communication skills.
- Strong leadership, communication, budgeting, and report-writing skills.
- A valid driver's licence (drive manual 4x4) and willingness to travel within the district.

DESIRABLE ATTRIBUTES

- Financial reporting
- Budget management
- Internal controls
- Compliance and risk management
- Attention to detail
- Integrity and confidentiality
- Teamwork and stakeholder management
- Time management and problem-solving

N.B All qualifications will undergo verification process.

REMUNERATION:

- SARCS offers a competitive salary commensurate with qualifications and experience.

APPLICANTS SHOULD PROVIDE THE FOLLOWING DOCUMENTS

- Detailed curriculum vitae
- Three work related and traceable references
- Certified copy of identity card
- Certified copies of academic certificates
- Certified copy of drivers license

If you consider yourself to be the best candidate for these positions, please send your application letter, together with your CV and work-related references on or before **14 August 2026** to: recruitment@redcross.org.za