



VACANCY AT WESSA

Accounts Payable & Finance Administrator

Wildlife and Environment Society of South Africa (WESSA) is one of South Africa's leading Environmental NPO's. WESSA aims to Educate.Advocate.Act through its staff and voluntary members and supporters throughout the country.

WESSA is seeking a detail-oriented and reliable Accounts Payable & Finance Administrator to join its Finance team on a one-year fixed-term contract. The role supports the effective financial administration of the organisation across multiple business units and projects.

Based at WESSA's Howick office in KZN, this position plays a key role in ensuring accurate payment processing, reconciliations, reporting, and operational finance support.

Key Performance Areas include:

- Accounts Payables focus: Receive, verify, and process invoices; perform 3-way matching; ensure SARS compliance; vendor reconciliations; prepare payment runs; and maintain accurate creditor files.
- Payment processing: Prepare daily EFTs, update schedules, and verify payments via FNB.
- Managing bequests and donations: Update schedules weekly, conduct monthly reconciliations, and address variances.
- Financial reconciliations: Including petty cash, credit cards, and donor income.
- Cash flow forecasting: Prepare and update weekly cash flow forecasts and engage with Business Unit Heads to confirm accuracy of expected income and projections.
- Reporting: Prepare monthly unit income statements, variance analysis and project financial tracking as well as credit card dashboards for EXCO.
- Budget management: Load annual budgets on Accpac and verifying accuracy.
- Project and unit support: Maintain financial trackers and assist with queries as required.
- Additional duties: Coordinate IT and telecommunications services, office procurement and Uber account management.
- Support auditors during financial year-end audits and assist with general finance administration.

Experience Required For This Position:

- Diploma in Accounting, Finance or Business Administration (or equivalent)
- 3 - 5 years' experience in a Finance Administrator or similar finance role
- Working experience of Accpac is essential
- Understanding of SARS invoicing requirements
- Strong organisational and administrative skills and ability to resolve queries efficiently
- Proficiency in MS Excel and financial reconciliations
- High attention to detail and ability to work independently, manage multiple tasks and meet deadlines
- South African citizenship or permanent SA residency permit

NOTE: WESSA is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences. WESSA reserves the right not to make an appointment to the post as advertised.

PLEASE FORWARD YOUR APPLICATION TO:

WESSA Human Resources, via email to: applications@wessa.co.za

Please state **Accounts Payable and Finance Administrator** in the subject line; and submit your covering letter, CV, and any supporting documentation **as a combined, single PDF file.**

CLOSING DATE OF APPLICATIONS: 16h00 SAST, 12 January 2026