



## Financial Administrator (1-year contract)

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### Who we are

Collective X is at the forefront of tackling South Africa's critical shortage of digital skills. As a dynamic not-for-profit organisation, we meaningfully connect the supply and demand of South African digital skills by facilitating the right training, at the right time, for the right price, to impact our future in the right way.

Spearheaded by a team of seasoned professionals with extensive backgrounds in social impact, government, private sector, and programme management and supported by a profiled and experienced board that provides financial and governance oversight, we are on track to inject 10,000 new digital jobs for marginalised young people into the economy.

While still a young organisation, Collective X is very well supported by several philanthropic and business organisations, guaranteeing stability and sustainability over the coming years. With a rapidly expanding network of donor partners and robust support from the business community, senior leaders, and business influencers nationwide, we are experiencing rapid scale and are poised for significant impact.

Join us in our mission to revolutionise South Africa's digital landscape and make a tangible difference in the lives of its people. At Collective X, you will be part of a cutting-edge organisation in a fast-paced environment, where innovation thrives and meaningful work with impact is at the heart of everything we do.

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### Roles & responsibilities

- Capturing of cashbook transactions
- Bank reconciliations
- Supplier reconciliations
- Creation of supplier's accounts on Sage 200
- Communicating with suppliers and resolving supplier's queries
- Capturing journals
- Loading payments





- Receivables invoicing
- Receivables reconciliations
- Audit files compilation
- General ledger reconciliations
- VAT reconciliations (Source documents)
- Ad hoc duties
- Assisting audits

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**Required qualifications**

- Bachelor's degree in accounting, or related field.

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**Experience & competencies**

- Minimum of 5 years relevant experience
- Experience in financial accounting and bookkeeping procedures, processing accounts payables, receivables, cashbook, journals and reconciliations
- Sage 200 experience
- Ability to work under minimum supervision
- Experience on projects – an added advantage

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**Applications**

Please send your application to [nthabiseng@thecollectivex.org](mailto:nthabiseng@thecollectivex.org) by no later than 4<sup>th</sup> June 2025.

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