Position Title: Data Capturer

Programme/Hub: Finance

Monthly Salary: R17 000 per month (commensurate with experience)

Location: Salt River, Cape Town (A hybrid work arrangement with 2 days in office and 3 days working from home)

About SouthSouthNorth
SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries’ access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision-makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to the management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

About Finance:
The Finance Hub supports the various Programmes and Hubs to ensure that all financial transactions are captured and reported correctly, and that the Finance Hub responds in a timeous manner to correspondence from both within and outside of SSN.
Roles and responsibilities

- Raise Purchase Orders (PO’s) and Sales Orders (SO’s), posting to the correct GL Account and ULICs (Unique Line Item Codes) – for various programmes, as well as raising PO’s and SO’s for timesheets and admin fees.
- Processing of petty cash, including a cash count.
- Filing all documents – Online.
- Assist Senior Bookkeeper with Supplier and Debtor Reconciliations.
- Report into the Financial Managers and ultimately to the Chief Financial Officer.
- Occasionally you will be expected to complete ad hoc tasks.

Competence and personal qualities

- Have an understanding and usage of Sage Evolution Accounting – Preferable.
- Must be able to effectively deliver clear and concise verbal and written messages that facilitate a mutual understanding in both parties.
- Adequate knowledge of Excel – Preferably Microsoft Suite.
- Fluency in English.
- Proficiency in listening, conveying ideas effectively, and employing creative approaches to problem-solving.
- Must be able to work as part of a team.
- Excellent time management skills.
- Strong interpersonal skills.
- Ability to work on own initiative.
- Adaptable to change.
- Energetic and enthusiastic to learn

Desirable Skills

- Data capture experience
- Excellent typing skills

Application process

To apply, please complete the following Application form

Applications will close at midnight on 19 November 2023. Shortlisted candidates will be contacted within two to three weeks of the closing date. If you are not contacted within this time period, please consider your application unsuccessful. Unfortunately, we are not able to offer feedback on any application made for this job posting.

SSN is committed to providing equal opportunities and practising affirmative action employment relating to race, gender and disability.

SSN reserves the right not to make an appointment.