

<b>VACANCY</b>	
<b>Job title:</b>	Junior Grant Accountant
<b>Type:</b>	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To lead the provision of effective operational support services to all staff and sites, specifically in the areas of financial management and organizational administration, e.g., procurement, supplier management.
<b>Location:</b>	Chris Hani Baragwanath Academic Hospital, Soweto
<b>Closing date:</b>	21 May 2026
<b>Submit detailed CV to:</b>	<a href="mailto:vacancies44@witshealth.co.za">vacancies44@witshealth.co.za</a>
<b>Advert reference number:</b>	Junior Grant Accountant- 01
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

### Key performance areas

- Ensure adherence to financial policies and procedures.
- Load approved budgets for all new projects on Sage X3.
- Request project setups on the WHC procure to pay system.
- Ensure that relevant bank accounts are open.
- Ensure that the bank and project account details are shared with relevant stakeholders before the project commencement date.
- Provide financial advice to Divisions and sites.
- Compile accurate and comprehensive financial and donor reports
- Maintain the online dashboard with all contracts and reports for all accounts monthly.
- Adjust accounting records as required.
- Submit monthly invoices to the Debtors department as part of the month-end process.
- Ensure expenditures are accurate and allocated to the correct account.
- Ensure the timely submission of financial documentation by sub-awardees in compliance with donor rules and regulations.
- Capture accounting entries in relation to the subaward to the bookkeeper as part of the month-end processes.
- Process the month-end income and man fee recognition within the timeline.
- Ensure all P2Ps are compliant and approved daily.
- Adhere to monthly deadlines and inform management of any deviations.
- Ensure all queries are attended to and resolved within the required timelines.
- Ensure that Division files are always audit-ready.
- Train site staff on all financial requirements.

### Required minimum education and training

BCom Accounting or equivalent.

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**Required minimum work experience**

Minimum of 3 years' finance reporting experience in a healthcare or donor-funded environment.

**Desirable additional education, work experience and personal abilities**

- Experience working in a donor funded organization or NGO.
- Excellent communication skills (both written and oral)
- Ability to establish and maintain effective working relationships with other staff, managers, auditors, suppliers, and Donors.
- Knowledge of Microsoft Office, especially Excel and accounting packages.
- Must have a dynamic and compatibility personality.
- Ability to work in a high-pressure environment in which year-round donor-specific audits are conducted by internal and external auditors.
- The environment may at times be busy and need excellent management skills and attention to details.
- Ability to apply knowledge of the organisational systems, structures, policies and procedures to achieve results.
- Self-motivated, able to work independently and work as part of a multidisciplinary team.

Should you be interested in applying for this vacancy, please send an email to [vacancies44@witshealth.co.za](mailto:vacancies44@witshealth.co.za). The subject heading of the email must read **Junior Grant Accountant:01** and the job title of position applying for. Please include the following documentation:

- A detailed CV