



PROJECT OFFICER (contract)

WHO WE ARE

The 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, The 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 The 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.

Roles/Responsibilities

- Maintaining accurate accounting records in accordance with IFRS.
- Ensuring that grant/social investment funds are properly managed and accounted for, in accordance with funder requirements as agreed with The Collective X.
- Preparing all relevant project journals to be processed on a monthly basis.
- Assist with the preparation and submission of funder reports timeously.
- Preparing all other financial information and documents required by funders on a monthly basis.
- Ensuring compliance with funder contractual requirements with The Collective X.
- Analysing and assist with funder spending in relation to activities and outputs.
- Ensuring that all source documents are appropriately filed and files are properly labelled to facilitate retrieval of documents.
- Assist with the setting up funder chart of accounts.
- Assisting with other administrative duties as requested by the Finance team members.

Qualifications

- Bachelor of Commerce Degree or an equivalent.

Experience and Competencies

- 5-10 years relevant working experience.
- Strong accounting background.
- Solid track record of project management.
- Experience in the Non-profit sector would be an advantage.
- Advanced proficiency in MS Office - including Word, Excel and Outlook.
- Able to analyse financial data and information to identify variances and inaccuracies.
- Excellent English verbal and written communication skills.
- Able to use discretion and deal with sensitive information in a confidential and professional manner.
- Able to multi-task and prioritise.
- Good work ethic.
- Able to exercise judgment.
- Honesty and integrity.
- Able to work under pressure and meet deadlines.

- Able to use own initiative and take ownership of his/her tasks, and work with limited supervision.
- Good team player.
- Excellent interpersonal skills and emotional intelligence.
- Meticulous and able to pay attention to detail.
- Strong customer service orientation.

Please send your application to nthabiseng@thecollectivex.org

Closing Date: 02 April 2024