

ADVERTISEMENT

ACCOUNTANT

at the

PUBLIC AFFAIRS RESEARCH INSTITUTE (PARI)

Closing date for applications: Monday 30 June 2025

The Public Affairs Research Institute (PARI) seeks to appoint a suitable candidate for the role of **Accountant**, to support PARI's Head of Finance with the efficient and effective management of PARI's finances, in accordance with budgets and the requirements of PARI's donors and auditors.

PARI is an African research institute founded in May 2010, based in Johannesburg, and affiliated to both the University of Johannesburg and University of the Witwatersrand. It aims to provide new and original social science research, advocacy and implementation support for South Africa, the global south, and beyond, by collaborating with civil society organisations, think tanks, and state and academic institutions. To achieve these objectives, PARI currently hosts six thematic programmes: (1) Academic Engagement, (2) Compact, (3) Just Transition, (4) Land Governance, (5) Local Government, and (6) State Reform. These programmes are supported by a Communications Unit, a Finance Unit, and an Operations Team which provides support in the areas of administration, human resources, and programme coordination.

Position

The successful candidate will be a suitably qualified and experienced **Accountant** who will demonstrate an in-principle commitment to PARI's vision, mission, and values. She/he will be responsible for managing and ensuring accurate and compliant financial operations, including financial reporting, budgeting, grants management, and compliance with regulations. She/he will assist with oversight of PARI's financial health; safeguard its financial sustainability; ensure that financial records are accurate; evaluate financial and data risks; ensure that relevant taxes are paid properly and on time; and report any irregularities to senior management.

Key tasks and responsibilities

These include the administration and/or management of the following financial processes:

- Audit Processes (statutory, BEE and project audits)
- Banking and Cash
- Budgets
- Donor reporting
- Fixed Assets
- Invoicing
- Management reports
- Monthly Payroll & EMP201, UIF and SDL Filing
- Payment Batches
- Petty Cash
- Supplier Invoices
- VAT administration and filing
- *Other Duties include:* coding, report reviewing, closing out of projects with final reports to donors, implementing recommendations from external audits, contributing to team-wide communications, participating in organisation-wide activities, and any other duties and tasks as are reasonably required.

Educational Requirements

A degree in Accounting/Finance.

Experience Required

- Five years or more work experience as an Accountant, preferably in the development sector or with a Public-Benefit Organisation (PBO).

Technical Competencies (knowledge, skills and abilities) Required

- Knowledge of the **Xero** Accounting package and also the **SimplePay** payroll package.
- Knowledge of other accounting packages including Pastel.
- Proficiency in Word and Excel.
- Excellent knowledge of accounting practices.
- Good written and verbal communication skills.
- Competent problem-solving abilities.
- Close attention to detail.

Personal Characteristics

The qualities listed below describe the personal characteristics required **a)** to fit in with PARI's organisational culture and values, and **b)** to manage the job effectively.

- **Organised:** Able to be logical and structured, orderly and efficient. It also means being able to multi-task and meet multiple deadlines simultaneously.
- **Concern for quality:** An underlying drive to ensure that quality is not compromised within the working environment. It includes the identification and maintenance of

standards to meet the needs of the organisation. This also requires attention to detail and achieving thoroughness and accuracy when accomplishing a task. Work requires little or no checking.

- **Proactive/self-starter:** Able to get things done, usually without being told or reminded. Being conscientious, assertive, persistent, and achievement oriented.
- **Integrity:** Following moral and ethical convictions and doing the right thing in all circumstances.
- **Flexible:** Willing to make changes to the time, place and approach of the work to meet organisational requirements.
- **Team player:** Able to cooperate and coordinate work with others in a participatory manner, while striving to achieve project or organisational goals. This also requires being reliable and sticking to agreed deadlines individually and as they impact on the Finance Team as a whole.

Other Requirements

- Willing and able to work beyond official working times when necessary.
- Willing and able to travel both locally and internationally, as required.
- Fluency in spoken and written English.
- Cultural sensitivity and a demonstrated ability to work successfully with internal and external people of diverse nationalities and cultures.
- Willing to work as part of a diverse and dynamic team.
- A current driving licence (Code 8 – no endorsements) and own vehicle are essential.

*PARI is committed to diversity, inclusion, equity, and transformation
and offers a competitive salary package.*

The starting date for this position is 01 August 2025, or sooner, should the preferred candidate be available earlier.

Application process

- Please send your CV (maximum 3 pages) and a motivation letter (maximum 1 page) no later than **17h00 on Monday 30 June 2025** to Joan Cameron, PARI's HR Manager, by email to joanc@pari.org.za.
- Shortlisted applicants, only, will be contacted, and invited to interview in person.
- PARI will not pay for any relocation costs related to the position advertised.
- Late applications will be disqualified and PARI reserves the right not to make an appointment.

For more information about the work undertaken by PARI, please visit www.pari.org.za

Ends