

## 1. Position description and grading

Senior Accountant 1x permanent  
Project Senior Accountant 1x 3years contract

## 2. Department and section

Finance

### Job requirements:

### 3.1 Qualifications and experience

- BCom Accounting with Honours/CTA.
- B Com Accounting Hons with articles done is a must.
- Preferred: 5 years financial accounting experience with computerised accounting system experience. **( 2 years minimum Dynamix AX 2012 ERP is a must)**
- Knowledge of and understanding of treasury functions would be an added advantage.
- Knowledge of the public sector requirements and legislative structures/frameworks.

### 3.2 Purpose of the position

The purpose of this position is to be responsible for the reconciliation of financial information between sub-systems and the General ledger. Responsible for the Asset Management function. Process journals timeously and accurately. Also responsible for the preparation of documentation and reconciliation for internal and external audits.

### 2.3 Technical Skills and competencies:

- Resilience
- Communication Skills
- Interpersonal relationship skills
- Problem Solving skills

- Report writing
- Statistics and analytical skills
- Financial management skills
- Computer skills
- PFMA

### **3.4 Duties/Outputs**

#### **3.4.1 Strategic Management**

- Responsible for the implementation of the finance day to day Strategic plan.
- Gather and analyse information for the development of Annual Operational Plans, Annual Performance Plans and reporting prescribed by the National Treasury Regulations and Guidelines.
- Assist in the implementation of effective and efficient Risk Management system within the finance space
- Follow operational procedures, policies and standards.
- Follow effective financial controls, systems and people management within the Finance space

#### **3.4.2 Operations Management**

- Responsible for the implementation of sound internal controls
- Review of payment packs for compliance with internal policies and procedures and the review of creditors reconciliations with each payment pack
- Preparation and loading of journals onto the accounting system
- Review of cashbook for accurate allocation before processing
- Issue invoices within 2 working days on request from business units
- Preparation of balance sheet recons to supporting documentation and or sub systems (Petty cash, bank reconciliations)
- Preparation and reconciliations of payroll related journals
- Plan and execute the bi-annual asset counts. Finalising count results and ensuring compliance of all adjusting entries
- Constantly develop and enhance reporting tools and templates to increase effectiveness and efficiency of the finance unit
- Approval of requisitions and correct classification of accounts.
- Responsible for all activities relating to budgeting and forecasting (Budget guidelines, budget templates, consolidating budget inputs).
- Responsible for preparing monthly management accounts.
- Monitoring expenditure trends on a monthly basis and reporting on variances.
- Ensuring proper working capital management.
- Liaising with the treasury function with respect to investments and cash flow requirements.
- Identify possible over/under expenditure and notify Finance Manager when risks are identified
- Monthly follow up on long outstanding Tax Invoices (outstanding revenue collection)

### **3.4.3 Finance Management**

- Assist in the annual budget process of SANEDI. Responsible for designing templates, consolidating information received from business units and loading of approved budgets.
- Assist with the compilation of the Annual Financial Analysis of SANEDI
- Prepare and review monthly variance reports, detailing actual spend compared to budget and processing reallocation of budgets on the accounting system.
- Prepare management reporting and Investment forecasts within the necessary timeframes
- Populate National Treasury templates for AFS and Quarterly reporting. Submitting these on time
- Update Investment Commitment schedules with payments, deviations and additions
- Monthly follow up on long outstanding Tax Invoices (outstanding revenue collection)
- Monthly Projections and Forecasts.

### **3.4.4 Governance, Risk Management and Management Reporting**

- Compliance to all relevant policies, frameworks and processes
- Monitors compliance with regulatory requirements
- Prepare the project financial reports as per required timeframes and standards

### **3.4.5 Stakeholder Management**

- Responding to and resolving general ledger queries from other departments
- Maintain good relationships and communicate effectively with all stakeholders and suppliers to ensure tasks are effectively executed, to ensure stakeholder expectations are exceeded
- Ensure alignment of Finance work processes to the required quality standards.
- Proactively identify continuous improvement strategies.
- Monitor agreed quality initiatives ensuring that they are aligned to business processes and delivered as agreed.

### **3.4.6 People Management**

- KPA's are understood and achieved as agreed upon in the Performance agreement
- Review performance against agreed performance standards
- Live the values and culture of SANEDI
- Identify and implement development opportunities to ensure continuous improvement of work effectiveness and efficiency

- Departmental Information systems and tools are optimally utilized to execute core tasks

Mrs. Mapula Mahlangu

E-mail: [recruitment@senedi.org.za](mailto:recruitment@senedi.org.za)

Closing date for the applications is the **2 August 2022** at 16:00.