

Vacancy

Closing date of applications: 16 May 2018

Date of the advert: 06 May 2018

Position: Financial Accountant (Ref: FA006)
Department: Finance
Location: Blackheath, Randburg
Reporting to: Finance Manager
Remuneration: Market Related

Introduction:

FASSET is the Finance and Accounting Services Sector Education and Training Authority (SETA). Over 20 SETAs were established in March 2000 in terms of the Skills Development Act, to cover all sectors in South Africa, including Government. The stakeholders of a Seta include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector.

The Finance and Accounting Services Sector Education and Training Authority (FASSET) invites suitable candidates to apply for a Finance Manager position.

Purpose: Reporting to the Finance Manager, the incumbent will be responsible for assisting Finance Manager and CFO.

Key Responsibilities

- Monitor processing of invoices to ensure completeness and proper document management.
- Monitor and check all functions, processes and procedures pertaining to accounts payable.
- Monitor and check effective cash management. Ensure that weekly and monthly bank reconciliations are done timeously.
- Oversee, monitor and check all salary related inputs and statutory returns, including relevant payroll processes.
- Check submissions to CFO office for completeness including related to salary related payments, Subsistence and Travel claims and advances. Ensure all SARS payments are made timeously. Ensure all pay
- Preparation of the payroll budget and operation expenditure budget and submit to a Finance Manager for review.
- Verify monthly inventory count. Prepare and check monthly journals.
- Ensure that fixed assets register is timeously updated and reconciles to the general ledger.
- Monitor and check all functions, process and procedures relating to accounts receivable.
- Prepare monthly management accounts and check monthly general ledger reconciliations.
- Ensure that all finance policies and procedures are implemented and adhered to.
- Cooperate and assist both internal and external auditors during their audit.
- Implement audit recommendations. Control/ Mitigate risks associated with the Finance unit.
- Assist in the preparation and completion of monthly and quarterly management accounts.
- Assist in the preparation of the interim financial statements, which include quarterly financials
- Assist in preparation of annual financial statements that are GRAP compliant use SETA accounting system.
- Complete National Treasury template for annual financial statements using the AFS submitted for audit.
- Oversee and review the monthly grant payment, levy receipt.
- Review the reconciliation of project expenditure to ensure completeness.
- Maintain and monitor commitments for both projects and operational expenditure
- Supervisor and guide junior staff in the finance office.

Qualifications Requirements and Experience

- A Degree or equivalent qualification in Financial Accounting or Management Accounting.
- At least four years' relevant experience in accounting and audit environment and a public sector financial management experience, and two years being at supervisory level.
- Completed Articles with practical accounting experience, with at least two years post-Articles experience will be an advantage.
- Exposure to SETA environment would be preferable.

Knowledge and Skills

The following minimum knowledge, experience and skills are required for this position:

- Knowledge of GRAP and preparation of Annual Financial Statements; implementing the PFMA; Treasury Regulations and relevant National Treasury instruction is required.
- Experience in budget preparation and its management processes is required.
- Experience in reporting and preferable public sector reporting experience,
- Knowledge of working on accounting system either Pastel, Microsoft AX, Sage would be an advantage.

Additional Competencies

- Integrity
- Commercial focus
- Analysis and problem solving
- Judgement and decision making
- Financial management skills
- Strategic thinking
- Report writing
- Organising and prioritising
- Developing relationships
- Proactive communication
- Networking

FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process.

Particulars of advertiser:

Tiana Business Consulting Services (Pty) Ltd was appointed to handle the responses for this position.

Email: faccountant@tianaconsulting.co.za

Enquiries must be directed to the Human Resource Support Manager – Viola Nzou on 011 431 1354.

- **Please quote the above position name on all correspondence relating to this advert.**
- **Correspondence will only be entered into with shortlisted candidates. Should you not hear from us within 30 days after closing date of advert, please consider your application unsuccessful.**
- **FASSET reserves the right not to fill any vacancies.**
- **All shortlisted candidates will be subjected to criminal checks, some interviewed candidates will be subjected to competency assessment.**
- **This is a contract position until 31 March 2020 in line with the re-establishment of SETAs by the Minister of Higher Education and Training**