



JOB ADVERTISEMENT

Summary

Name of Position	:	Projects Accountant
Closing Date for Applications	:	13 September 2021
Commencement Date for Post	:	As soon as possible
Salary Offer	:	R 559,238
Reference	:	FAS/RECRUITMENT/PAcc52

JOB IDENTIFICATION

Department:	Finance Department
Reporting Line	Finance Manager
Full-time/Part-time/Contract:	Full-time

PURPOSE OF THE JOB

The primary purpose of this position is to assist the Finance Manager and CFO. The incumbent will be responsible for Project Accounting and Grants

MAIN ACCOUNTABILITIES

- Monitor processing of project invoices to ensure completeness and proper document management.
- Monitor and check all functions, processes and procedures pertaining to accounts payable (project related).
- Monitor and check effective cash management (contract management) for all project related contracts. Ensure that weekly and monthly project reconciliations are done timeously.
- Preparation of the project budget and administrative expenditure budget related to projects and submit to a Finance Manager for review.
- Input into 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.
- 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
- Supervise and guide junior staff in the finance office.
- Analyse project expenditure to assist in the benchmarking of interventions in the entity.
- Maintain the commitment register for all project contract and reporting monthly to the financial manager.
- Ensure all disciplinary documents in case of dismissal, are received in line with disciplinary procedure prior to termination. File all related documentation in personal file

REQUIRED QUALIFICATION	
Qualification	<ul style="list-style-type: none"> • A Degree or equivalent qualification in Financial Accounting or Management Accounting.
REQUIRED EXPERIENCE	
Essential:	<ul style="list-style-type: none"> ▪ At least 5 years' relevant experience in financial and/or project accounting ▪ At least more than 3 years at a supervisory level ▪ Experience in the public sector is critical with knowledge of the PFMA, GRAP and other relevant prescripts. ▪ Post-Completed Articles of more than 2 with practical financial accounting experience will be an added advantage.
COMPETENCIES REQUIRED AND WORK OUTPUT	
Critical Competencies:	<ul style="list-style-type: none"> • 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 • Attention to detail
KNOWLEDGE AND SKILLS REQUIRED	
Essential	<ul style="list-style-type: none"> ▪ 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. ▪ Experience in preparation and maintaining of commitment schedule.
OTHER REQUIREMENTS	
	<ul style="list-style-type: none"> ▪ Valid South African driver's license and own transportation

Date of Commencement of Position

FASSETt requires applications for a permanent **Projects Accountant** to join the existing team as soon as possible.

Salary

The salary grading to be offered for this position is **C-Upper**

Assessment

Applicants may be required to undergo a competency assessment.

Contact Details

Submit your full curriculum vitae (including your name, contact details and at least 3 references) and copies of your qualifications and copy of ID by **no later than 13 September 2021 to:** recruitment@fasset.org.za . **Please quote the reference number: FAS/RECRUITMENT/PAcc52**

For any enquiries regarding the position please contact **Ms Thulile Khanyile**, Human Resources Department at (011) 476 – 8570.

Should you not hear from FASSET within 4 weeks of the closing date please consider your application unsuccessful. Communication will be with shortlisted candidates only.



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