

RE-ADVERTISEMENT

NB: Candidates who had already applied need not re-apply.

INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FINANCE		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
FIN: 12/2020	FINANCIAL ACCOUNTANT SALARY PACKAGE: R 446 125.00 – R 535 350.00	1

MICT SETA seeks to employ a Financial Accountant who will be responsible for supporting the Finance Manager in the application of accounting principles to ensure efficient and accurate financial administrative operations and reporting. The position is based at our Head Office, in Midrand.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS

- B.Com Accounting or equivalent
- CA(SA) or CIMA (Adv. Dip in MA or higher) will be advantageous
- B.Com Honors or Completed Articles will be advantageous
- Three years experience in accounting, financial analysis and budget management
- Financial prescripts experience (GAAP and GRAP) and Public Finance Management Act
- Working experience in ERP systems

RESPONSIBILITIES

- Preparation of annual budgets and financial forecasts.
- Recording and payment of service provider invoices.
- Check, review and sign off debtors, creditors and bank reconciliations.
- Processing and reviewing of general ledger journals
- Prepare monthly balance sheet reconciliations
- Coordinate the month-end close and reporting.
- Ensure financial procedures and process maps and internal controls are adhered to.
- Oversee the cash flow management function and processing (i.e. bank, petty cash and cash flow forecasts).
- Prepare and submit all statutory returns i.e. VAT, PAYE, Income Tax, etc.
- Assist with monitoring and reporting on monthly internal expenses and variance commentary.
- Preparation of management reports, financial statements and other financial related reports and correspondence.

- Assist both internal and external auditors in execution of their audits and ensure all documents needed for the audit are provided.
- Work closely with the Finance Manager to ensure smooth operations of all Finance related matters.
- Provide general support and assistance on any other financial administration and related deliverables.

REQUIRED OUTPUTS

- Full management of accounts payable
- Assist with management of accounts receivable
- Perform monthly asset reconciliations and monthly spot check verification of assets
- Ensure that Fixed assets registry and insurance is timeously updated
- Assign responsibilities and ensure effective task authorisation protocols are in place

REQUIRED SKILLS

- Work well under pressure
- Planning, organising and control skills
- Accuracy and attention to detail
- High attention to detail

KNOWLEDGE, ATTRIBUTES AND SKILLS

- Good analytical skills
- Good people management skills
- Interpersonal, listening and communication skills

APPLICATION

CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Capital Division for the attention of: Ms Boipelo Maithufi (Recruitment@mict.org.za) no later than **21 July 2020**. Enquires may be directed to 011-207-2600.

Applicants will be subjected to personal vetting.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.