



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FINANCE		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
FIN: 13/2020	GRANTS ACCOUNTANT  SALARY PACKAGE: R 446 125.00 – R 535 350.00	1

MICT SETA seeks to employ a Grants Accountant responsible for managing the administration and disbursement of mandatory and discretionary grant allocations and payments in accordance with the Grant department's checklist and MICT SETA compliance standards. The successful incumbent will be based at our Head Office, in Midrand and will report to the **Finance Manager**.

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

#### MINIMUM REQUIREMENTS

- Degree in Accounting of Finance or equivalent
- CA(SA) or CIMA (Adv. Dip in MA or higher) will be advantageous
- Three years experience in the managing the administration and disbursement of fund and grants within the public sector
- Working experience in ERP systems

#### RESPONSIBILITIES

- Check for accuracy of grant packs (mandatory and discretionary) against the department's checklist and compliance standards
- Review the EFT file and check for discrepancies and whether corrective action was taken, where necessary
- Ensure that SDL payment details are captured onto the system for allocation purposes and reconciliations per employer
- Ensure that grant payment requisitions are correctly allocated to the correct contract and claims received are reconciled against contract amount, contract tranches and previous disbursements.
- Ensure that mandatory grants are approved by the SSP on the system to ensure that there is compliance to paying of mandatory grants.
- Obtain the necessary approvals on payment requisitions.
- Provide assistance to the Auditors on all related queries and ensure that payment reports are issued for audit purposes.
- Attend to all other queries received from internal and external auditors.

- Ensure payment requisitions are allocated to the relevant contract.
- Ensure that accurate invoice/claims are captured on the payment system to ensure accurate grant disbursement.
- Accurately file proof of payments in the contract file for future reconciliations and reference
- On a monthly basis, reconcile discretionary grant payments per contract and review for accuracy the mandatory grant disbursement lists.
- Request and receive monthly payroll packs from registered employers and check for accuracy prior to payment allocations.
- Liaise with registered employers to ensure that all the relevant contact and payment details are correct to ensure payments are done timeously and correctly.
- Review, and verify all new funding agreements into the Commitment schedule.
- Ensure that project expenses reflected on the Commitment schedule reconciles to the general ledger for disbursements
- File records and create quarterly bank detail reports.
- Prepare/review/approve mandatory grants journal on the system.
- Ensure accurate calculation of Mandatory Grants Liability
- Ensure accurate quarterly mandatory grants payment.
- Prepares/review balance sheet reconciliation
- Ensure correct calculation of employers receivables
- Assist with monitoring and reporting on monthly internal expenses and variance commentary.
- Prepare analysis on the SDL files relating to Intersetta transfers in/out.
- Assist in any adhoc activities as required by the business.
- Hold regular meetings with the SSP department.

## REQUIRED OUTPUTS

- Engage stakeholders timeously to ensure that all claim queries and claim supporting documentation is submitted.
- Ensures stakeholders are accurately and timeously paid to build and maintain positive stakeholder relations.
- Assist with grant payment queries as received and ensure timeous resolution.
- Responsible for the daily operational activities of the Grants department and providing leadership and guidance.
- Provide appropriate supervision to subordinates and provide relevant training and mentoring.
- Manage key performance areas of directly reporting staff members to ensure achievement of the agreed objectives.
- Assign responsibilities and ensure effective task authorisation protocols are in place.

## REQUIRED SKILLS

- Good analytical skills
- Good interpersonal and presentation skills
- Good people management skills
- Planning, organising and control skills
- Good communication skills
- Problem solving skills

## KNOWLEDGE, ATTRIBUTES AND SKILLS

- Results and deadline driven
- High attention to detail
- Ethically sound
- Proactive and work well under pressure
- Knowledge of the PFMA
- Knowledge of Treasury Regulations
- Understanding of GAAP
- Thorough grasp of the Public Sector environment

## 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](mailto: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.