



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FINANCE		
05 October 2023		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
FIN: 26/2023	FINANCIAL ACCOUNTANT ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R530 800.00 – R740 600.00	1

MICT SETA seeks to employ a suitably qualified and competent Financial Accountant responsible for supporting the Finance Manager in the application of accounting principles to ensure efficient and accurate financial and administrative operations and reporting in the Finance unit.

The successful incumbent will be based at Head Office (Midrand) and will report to the **Finance Manager**.

MINIMUM REQUIREMENTS:

- B-Com Accounting or B-Compt (NQF Level 7)
- CA qualifications will be an advantage.
- 3 years' experience in accounting, analysis, and budget management.
- Financial prescripts experience (GAAP and GRAP) and Public Finance Management Act
- Public sector experience will be an added advantage
- Working experience in ERP systems
- Valid Driver's License
- Knowledge of SARS Income Tax Act
- Knowledge of Basic Conditions of Employment Act
- Knowledge of Employment Equity Act
- Knowledge of Skills Development Levy Act
- Knowledge of COIDA

REQUIRED OUTPUTS

Strategic Planning

- Assist in the development of the strategy and budget for the financial business unit in consultation with the Manager: Finance.
- Develop supporting operational plans for Financial Accounting to ensure execution of the strategic objectives and goals.
- Implement the operational plan by developing operational activities, ensuring alignment to the achievement of strategic objectives.
- Direct and lead the implementation of Finance initiatives to support MICT SETA in the implementation of its strategy and achieve its objective.
- Monitor and continuously evaluate progress of the business unit's achievements against the operational plan and strategic objectives.

- Use insights gained through business information to compile reports, and metrics to measure success and inform the business decision making process and realign objectives.
- Keep abreast of changes in legislation, regulations and/or the technology environment and respond to changes through adjustments to the strategy and operational plans as required.
- Work closely with the Finance Manager to ensure smooth operations of all Finance related matters.
- Attend industry related forums, conferences, and workshops to gain industry insight for the purpose of business improvement.

Financial Management and Accounting

- Review routine journal entries and ensure attachment of relevant supporting documentation to ensure accuracy of Trial Balance.
- Produce accurate financial accounts with supporting schedules and present the results to the Manager: Finance.
- Prepare accurate General Ledger reconciliations on a monthly basis with relevant supporting documentation and resolve reconciling items timeously.
- Review and recommend modifications to accounting systems and procedures.
- Review Income Statement analysis with relevant supporting documentation.
- Analyse the income statement and balance sheet variances and provide reasons for variances.
- Review all accounts from the relevant systems, identify and resolve any findings or discrepancies.
- Review subsidiary ledger for accurate recording of accounts receivable transactions.
- Ensure that creditors are settled within prescribed time frames and as per Standard Operating Procedures.
- Oversee the cash flow management function and processing (i.e., bank, petty Cash, and cash flow forecasts).
- Assist with monitoring and reporting on monthly internal expenses and variance commentary.
- Review the accuracy, validity, and completeness of the processing of creditors invoices and ensure that errors are corrected prior to actioning.
- Produce expenditure budget using the latest forecast information and compile consolidated budgets at consolidated and cost centre levels.
- Contribute towards the implementation and maintenance of adequate budget control procedures, including internal and external reports.
- Assist with the financial statement process through compiling relevant financial information and summarising the financial status in preparation of interim and quarterly financial statement.
- Preparation of annual financial statements in accordance with the PFMA, and Generally Recognized Accounting Practice (GRAP).
- Approve Petty Cash request as per the relevant Delegations of Authority.
- Perform cash management functions for MICT SETA in consultation with the Manager: Finance.
- Recording and payment of service provider invoices.
- Check, review and sign off debtors, creditors, and bank reconciliations.
- Prepare monthly balance sheet reconciliations.
- Full management of accounts payable (i.e., Processing invoices, payments, and reconciliation of accounts etc.) to ensure compliance.
- Assist with management of accounts receivable (i.e., distribution of statements, following up on outstanding invoices, processing remittances, reconciliations etc.).
- Perform monthly asset reconciliations and monthly spot check verification of assets.
- Ensure that fixed assets registry and insurance is timeously updated.

- Assist with the management of fixed assets.
- Coordinate the month-end close and reporting.

Risk and Compliance

- Assist in the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the Financial Accounting.
- 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.
- Ensure financial procedures and process maps and internal controls are adhered to.
- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Maintain quality risk management standards in line with relevant requirements.
- Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity.
- Adhere to all relevant laws, policies, and Standard Operating Procedures throughout the organisation.

Stakeholder Management and Relations

- Build and maintain relationships with all MICTSETA officers including EXCO, the Board and Board Committees for the purposes of expectations management and knowledge sharing.
- Provide advocacy on matters related to financial accounting activities to make informed decisions.
- Represent and participate in the organisation's committees and tasks teams when required.
- Convene and attend meetings and present findings and business cases to relevant stakeholders when required.
- Implement timely communication on progress and challenges in achieving the operational plans to impacted stakeholders.

People Management

- Provide appropriate supervision of the team, by planning, assigning, and monitoring tasks aligned to deliver on performance objectives and in response to changes in processes.
- Provide support in the enhancement of relevant knowledge and skills through continuous coaching, mentoring, and nurturing of supervised talent.
- Provide support in creating a high-performance culture and manage team performance effectively and provide input into the annual performance goals and measures into individual work plans based on agreed upon objectives.
- Provide support in the management of poor performance and disciplinary matters in line with the MICT SETA's policies and procedures.
- Manage key performance areas of directly reporting staff members to ensure achievement of the agreed objectives.

VALUES

- Customer Centricity
- Ethical
- Innovative
- Committed

- Meritocracy
- Collaboration
- Responsiveness

FUNCTIONAL COMPETENCIES

- Financial Management
- Interpretation of financial information
- Excellent Communication (verbal, written and presentation)
- Report Writing
- People Management
- Facilitation
- Negotiation
- Time Management
- Organizing and Planning
- People Management
- Presentation Skills

BEHAVIORAL COMPETENCIES

- Persuasive and Influencing
- Ability to work under pressure.
- Analytical and problem solving
- Deadline driven.
- Attention to detail.
- Interpersonal relations
- Integrity
- Proactive/Initiative
- Team Leadership
- Networking and Influencing skills.
- Listening Skills
- Focused on results.
- Initiative & Responsibility
- Work well under pressure

Application:

CVs and qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Matome Matshwi (Recruitment@mict.org.za) by no later than **14 October 2023**. Queries may be directed to 011-207-2600.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



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

POPIA DISCLAIMER- By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA"). Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, *as amended*.

Please refer to the MICT SETA POPIA Disclaimer for further information

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