

JOB DESCRIPTION

DESIGNATION	Financial Accountant
Reporting to	Chief Financial Officer
Department	Financial Services
Location	Head Office, Pretoria

Compiled by	Chief Financial Officer
Approved by	
Status	Final
Sources	Source documentation
Grade	TBC

Financial Accountant

Title:	Financial Accountant
Department:	Finance
Function:	To work in support of the Chief Financial Officer towards the optimal use of financial management best practices including providing financial and administrative services in order to ensure efficient and accurate financial and administrative operations in the finance and supply chain management division.
Working Hours:	8 (eight) hours per day, 5 (five) days per week
Responsible to:	Chief Financial Officer
Authority over:	None
Requirements:	<ul style="list-style-type: none"> • An undergraduate qualification in Financial Accounting/ Financial Management as recognised by SAQA or studying towards it • Working experience in Finance and Accounting related fields (Articles may count toward experience) is desirable • Valid drivers licence • Proficient in at least English – Speak, Read and Write
Knowledge:	<p>Advantageous if knowledge of:</p> <ul style="list-style-type: none"> • Financial prescripts experience (GAAP and GRAP) • Public Finance Management Act • Public Service Regulations • Treasury Regulations and directives (MTEF, ENE and Adjustment Estimates) • Government Budget Systems and procedures • Government or Transversal Financial Systems
Skills:	<ul style="list-style-type: none"> • Strong analytical and problem solving skills • Ability to perform duties with limited supervision • Deadline orientated with attention to detail • Hands-on, proactive approach • Knowledge of Accounting Software will be advantageous • Knowledge of Payroll software will be advantageous
Key performance areas:	Key performance areas include, but are not limited to:

	<ul style="list-style-type: none"> • Full management of accounts payable (i.e. processing invoices, payments and reconciliation of accounts etc.) to ensure a compliant SCM division • Assist with management of accounts receivable (i.e. distribution of statements, following up on outstanding invoices, processing remittances, reconciliations etc.) • Assist with cash flow management function and processing (i.e. bank, petty cash and cash flow forecasts) • Preparation of information for and execution of monthly invoicing cycle and reconciliations • Preparation of information for and execution of monthly payroll cycle and reconciliations • Manage all tax related matters i.e. Vat, PAYE, Income Tax, etc. • Work closely with the Chief Financial Officer to ensure smooth operations of all finance related matters • Preparation of management reports, financial statements and other financial related reports and correspondence • Assist with strategic planning and execution • Assist in the formulation of annual budgets and ad hoc financial forecasts • Resolution of finance related queries • Provide general support and assistance to the Chief Financial Officer on any other financial administration and related deliverables
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<p><u>Position Measures</u></p> <p><u>FINANCIAL MEASURES</u></p> <p><u>UNIT MEASURES</u> <input type="text"/></p> <p><u>PEOPLE MEASURES</u> <input type="text"/></p> <p>Direct Reports: <input type="text"/> <input type="text"/></p> <p>Indirect Reports:</p> <p>3rd Party Staff</p>	<p><u>Organogram</u></p> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">CHIEF FINANCIAL OFFICER</div> <div style="text-align: center; margin: 10px 0;"> </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto; background-color: #e0e0e0;">FINANCIAL ACCOUNTANT</div> </div>
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SIGN OFF

Incumbent

Line Manager

HR Representative

Date Signed

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.