

Advertisement

Supervisor Accountant (Consolidated Reporting)

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Supervisor Accountant**, who will report directly to the **Finance Manager: Levies and Grants** and be based at the Head Office in Centurion.

Grading: (Role Band: D1)

Key Scale: R 714 938 (Total Cost to Company)

The role of this position is to:

Provides financial information to management by researching and analysing accounting data and generating reports..

Key Performance Areas will include but not limited to the following:

- Implement sound financial management in line with PFMA and any other applicable government policies
- Check, approve and post accounts payable vouchers before effecting payments for discretionary and admin
- Verify EFT reports against payment group before releasing to cash focus
- Prepare monthly reconciliations for all balance sheets accounts
- Assist with the preparation of the annual financial statements of the W&RSETA
- Ensure weekly bank reconciliations are accurately executed
- Review adjusting journal entries on the financial system and ensure that it supported by appropriate evidence
- Ensure interest accrued from call accounts is accurately accounted for
- Ensure accurate payment of invoices within 30 (thirty) days
- Responsible for the sound and up-to-date management of the commitment register
- Close working relationship with Contract specialist in relations to contracts and addendums
- Provide information for internal and external audits
- Prepare all relevant financial reports within stipulated time-frames
- Ensure the relevant monthly reports, DHET and National Treasury quarterly reports are produced through close liaisons with the project specialist, financial officers in the provinces Ensure efficient use of SETA financial resources and assets, risk management and fraud prevention
- Ensure compliance with PFMA and Treasury Regulations
- Ensure efficient management and interpretation of applicable legislation
- Adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Review the work of the team and ensure overall supervision of the administration and processing work within the team
- Ensure the maintenance of complete and proper records of financial information and ensure the accuracy and integrity of financial information
- Assist with preparations for the internal and external audits
- Ensure all behaviours and conduct are aligned with the SETA values
- Effective, professional communication and dialogue with all Stakeholders
- Effectively plan, execute ad hoc projects

Minimum Qualifications and Experience

- Bachelor degree in Accounting/Financial Management or Cost Accounting
 - 3 years relevant experience in an accounting position
 - 2 years' experience in a supervisory or team leader position will be an advantage
 - Sound knowledge of GRAP principles and PFMA
 - Good understanding and interpretation of applicable legislation within the financial environment
 - Experience in dealing with internal and external auditor engagements
 - Excellent knowledge and understanding of financial accounting systems
 - Advanced computer literacy (MS Word, Excel and Projects)
 - Experience in a SETA/Public Sector environment will be an advantage
- Valid Driver's License

Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position on the subject line of the email.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment1@wrseta.org.za The closing date for applications is: **15 July 2023**