



## **Advertisement**

### **Supervisor Accountant**

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

**Grading: (Role Band: D1)**

**Key Scale: R 634 502- R 747 411** (Total Cost to Company)

#### **The role of this position is to:**

Provide 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 the PFMA and any other applicable government policies
- Check, approve and post accounts payable vouchers before effecting payments for discretionary and administration expenses
- 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 is supported by appropriate evidence
- Ensure accurate accounting of interest accrued from call accounts
- 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 the Contracts Specialist in relations to contracts and addendums
- Assist with preparation for internal and external audits, and provision of relevant information
- Prepare all relevant financial reports within stipulated timeframes
- Ensure the relevant monthly reports, DHET and National Treasury quarterly reports are produced through close liaison with the provincial offices



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- Ensure efficient use of the SETA's financial resources and assets, oversee risk management and fraud prevention
- Ensure efficient management and interpretation of applicable legislation
- Adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Provide 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
- Effective, professional communication and dialogue with all stakeholders
- Effectively plan, execute ad hoc projects

### **Minimum Qualifications and Experience**

- Bachelor's 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 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

All applications must be accompanied by 6 months certified copies of all educational qualifications.

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 W&RSETA will give preference to candidates in line with the Employment Equity Plan

N: B Please include the name of the post or reference on the subject line on the applications.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: **Libokanyo Khumalo (Senior Manager: HR) at [recruitment@wrseta.org.za](mailto:recruitment@wrseta.org.za)**. Correspondence will be limited to short-listed candidates only. The closing date for applications is **19 September 2021**