

Advertisement

Assistant Accountant: Consolidation and Reporting

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

Grading: (Role Band: C2)

Salary: R344 995 (Total Cost to Company per annum)

The role of this position is to:

Process all documentation timeously, accurately, and in accordance to policies, procedures and regulations. .

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

- Ensure invoices are properly authorized, supported by a Purchase Order before processing the payment according to procedures and processes
- Prepare monthly project accruals list and raise journals according to standard procedures and processes
- Accurately and timeously capture invoices on AX system and ensure correct allocations
- Prepare supplier reconciliations and create payment groups
- Send remittances to all suppliers paid timeously
- Follow-up and clear queries on outstanding payments ensuring timeous resolution
- Prepare monthly creditors reconciliations to the General Ledger
- Ensure all documents are readily available for audit purposes and comply with standard procedures
- Prepare daily and monthly bank reconciliations effectively
- Prepare monthly investment reconciliations effectively
- Reconcile and balance the Petty Cash Account on a monthly basis ensuring accuracy
- Perform other functions as required by the Unit
- Adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Maintenance of complete and proper records, filing to ensure accuracy and integrity of financial information
- Assist with preparations for the internal and external audits
- Coordinate effective communication, information and documentation between the Unit and other business units
- Gather information for DHET and National Treasury reporting and confirm accuracy of data with relevant project owners
- 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

- National Diploma in Accounting/Financial Management
- 2 years relevant experience in an accounting position
- Knowledge and understanding of financial accounting systems
- Good understanding of Supply Chain Management procedures
- Advanced computer literacy (MS Word, Excel and Projects)
- Experience in a SETA/Public Sector environment will be an advantage
- Valid Driver's Licence

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 email subject line.

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: **4 May 2024**