

## Advertisement

### **Supervisor: Financial Accountant**

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

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

**Salary: R714 938** (Total Cost to Company per annum)

#### **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
- Prepares asset, liability, and capital account entries by compiling and analysing account information
- 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
- Manage and review payroll data, statutory and other payroll returns for example . South African Revenue Services, South African Reserve Bank
- Manage the fixed assets additions/disposals and calculate monthly depreciations accurately and process journals; ensure the monthly reconciliation thereof
- 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
- Verify debit orders against rental agreements against relevant supporting documents
- 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 and provinces
- Ensure efficient use of SETA financial resources and assets, risk management and fraud prevention
- Ensure compliance with PFMA and Treasury Regulations
- Report any irregular and unlawful deviation from prescribed standards and conditions
- 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

- Supervise, guide, coach, motivate and performance manage team
- Ensure the maintenance of complete and proper records of revenue, expenditure, assets and liabilities 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

- BCom Accounting, Financial Accounting 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
- Extensive computer literacy experience
- 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
- 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](mailto:recruitment1@wrseta.org.za). The closing date for applications is: **16 March 2024**