

Advertisement

Supervisor: Management Accountant

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

Grading: (Role Band: D1)

Salary: R807 094 (Total Cost to Company per annum)

The role of this position is to:

Provide efficient, effective and sound management accounting capability and competence in levies and grants functions of the SETA and continuously monitor levies and grants status to maximize operational and financial performance whilst minimizing risks.

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

- Gather, analyse and summarise financial data and ensure the implementation of
- efficient and effective internal controls to minimize risks
- Implement efficient and effective management of the discretionary grant functions ensuring compliance to required time frames, legislation, regulations and applicable accounting standards
- Develop the Standard Operating Procedures for Discretionary Grants to ensure alliance with applicable accounting standards (GRAP)
- Prepare monthly reconciliations and ensure compliance with accounting and financial standards, best practices and National Treasury Regulations
- Review the DG ledger monthly to ensure occurrence, accuracy, completeness and cut-off
- Generate grant payment list and ensure that linked reversal companies & small companies are identified and contracted
- Provide assistance with the disbursements of discretionary and mandatory grants requirements
- Ensure accurate recording and reporting of the commitment schedule for discretionary grants
- Prepare monthly provisions for amounts due to small companies, grants provisions and the South African Revenue Services retrospective adjustments
- Ensure that all reconciliations are performed for levy & grant balance sheet accounts on a monthly basis
- Perform project accounting function to ensure that allocations are correct
- Develop and implement project accounting information to track all project expenditure against budgets, ensuring that any variances are communicated timeously to project coordinators
- Manage and verify the Commitment Schedule for any changes, additions or deletions
- Prepare annual budgets, monitoring and quarterly year end estimates
- Open authorized allocations for new projects on the financial system
- Manage the release payments
- Post entries into the General Ledger
- Oversee Accounts Payable and invoice
- Implement plans to ensure that transactions are timeously processed and receipts are in accordance with approved regulations
- Provide input and support on all audit related matters

- Develop and prepare monthly compliance reports on levies and grants payments
- Prepare monthly and quarterly Levies & Grants reports for submission to DHET and National Treasury ensuring liaisons with Provinces
- Assist with the preparation of AFS on Caseware system.
- Provide required support to ensure the financial processes are effectively and efficiently performed within the SETA's financial systems
- Ensure efficient use of SETA financial resources, assets, risk management and fraud prevention
- Ensure efficient management and interpretation of applicable legislation
- Ensure adherence to W&RSETA policies, procedures, PFMA, Treasury regulations and relevant legislation
- Regular meetings with the Operational team to align Financial processes with operational activities.
- Prepare monthly reports on commitment balances, accruals and DG spending.
- Report any irregular and unlawful deviation from prescribed standards and conditions
- Provide formal, standard reporting and feedback ensuring accurate, up-to-date status on SETA's financial performance
- Ensure sound administration, filing and recording across all Levies & Grants processes and procedures
- Review the work of the team and ensure overall supervision of the administration work within the Unit
- Maintain and complete proper records of levies and grants and ensure the accuracy and integrity of financial information
- Ensure teamwork and cooperation in the Unit
- Supervise, guide, coach, motivate and performance manage team
- Effectively plan, coordinate and execute ad hoc projects

Minimum Qualifications and Experience

- BCom Accounting, Financial Accounting or Cost Accounting
- 3 years' relevant experience with 2 years in a supervisory or team lead position
- Sound knowledge of GRAP, PFMA and regulatory accounting standards and frameworks
- Extensive computer literacy experience
- 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
- Experience in a SETA/Public Sector environment
- Must have completed SAICA/SAIPA/ACCA training articles
- Registration with an accounting professional body will be an added advantage

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 & Province on the subject line on the application.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment2@wrseta.org.za. The closing date for applications is: **15 September 2025**.



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA