




JOB SPECIFICATION

JOB INFORMATION	
Job Title: Accountant	Job Classification: Management
Post Code	Reporting to: Chief Financial Officer
Department: Finance	Job Grade:
Normal Hours of work: Normal hours of work unless there are urgent matters to be attended to	Last Review: April 2019
Normal place of work: Parktown, Johannesburg	
PRIMARY OBJECTIVE(S) OF THE JOB	
To assist the Assistant Financial Manager with the collection, consolidation and preparation of financial data for reporting purposes	
MDDA VALUES	
KEY DUTIES AND RESPONSIBILITIES	
<p>Preparation of Financial Statements</p> <ul style="list-style-type: none"> ○ Prepare quarterly and annual financial statements ○ Reviewing of trial balances ○ Reviewing of financial journals <p>Preparation of Quarterly Reports</p> <ul style="list-style-type: none"> ○ Coordination of financial data received from the various business units ○ Consolidation of financial data received from the various business units ○ Preparation of the cash flow report ○ Preparation of the budget report <p>Preparation of Treasury Templates</p> <ul style="list-style-type: none"> ○ Coordination of data received from the various business units ○ Preparation of the Estimates of National Expenditure (ENE) ○ Compilation of the Medium Term Expenditure Framework (MTEF) database ○ Compilation of the treasury financial statements template <p>Management of Creditors</p> <ul style="list-style-type: none"> ○ Reviewing of all the payment vouchers before payments are made ○ Reviewing of monthly creditors' age analysis (number days outstanding) ○ Reviewing of monthly creditors' journals ○ Reviewing of monthly creditors' reconciliations <p>Management of Debtors</p> <ul style="list-style-type: none"> ○ Reviewing of daily debtors' invoices 	

<ul style="list-style-type: none"> ○ Reviewing of monthly debtors' age analysis ○ Reviewing of monthly debtors' journals ○ Reviewing of monthly debtors' reconciliations <p>Preparation of General Ledger Reconciliations</p> <ul style="list-style-type: none"> ○ Reviewing of monthly payroll reconciliations ○ Reviewing of general ledger reconciliations prepared by the Financial Administrator <p>Ad-hoc Responsibilities</p> <ul style="list-style-type: none"> ○ Assist the internal auditors upon their request ○ Assist the external auditors upon their request 	
<p>PLANNING AND DEVELOPMENT Assist in the preparation of the MDDA's overall budget.</p>	
<p>HUMAN RELATIONS Team-player Motivator - relationship with colleagues, works well with other employers and can achieve results.</p>	
<p>CUSTOMER RELATIONS Internal – All staff</p>	<p>External – Government officials, Funders, Insurers, Customers, All visitors, Service providers/vendors, Banks, Grant Receivers</p>
<p>CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE Knowledge and understanding of the Public Finance Management Act (PFMA); Public Audit Act; Treasury Regulations; and Public Administration would be an advantage.</p>	
<p>QUALIFICATIONS AND EXPERIENCE Three-year B Com Degree in Financial Accounting or equivalent qualification Registered Chartered Accountant Qualification would be an advantage 3 years' experience in Public Sector Finance</p> <ul style="list-style-type: none"> ○ Preparation of financial statements ○ Preparation of treasury templates <p>Experience in the development and/or grant making sector, will be an added advantage. Knowledge and understanding of the Public Finance Management Act (PFMA); Public Audit Act; Treasury Regulations; and Public Administration would be an advantage.</p>	
<p>Leadership Competencies Team Leadership; Results Management; Planning and Organising Behavioral Competencies Client Focus; Problem Solving; Decision Making; Analytical Thinking; Attention to Detail Technical Competencies Legislation, Policies, Procedures and Standards; Information Gathering and Processing; Enforcement; Project Management</p>	
<p>SPECIAL REQUIREMENTS</p>	

Reviewed By:		Date:
Approved By:	<i>K Maposa</i> 	Date: 05 Oct 2022

Last Updated By:		Date:
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