

**The ETDP SETA is looking to employ a suitably qualified and competent Financial Accountant who will support the Finance Unit in applying accounting principles to ensure efficient and accurate financial operations and asset management.**

## Financial Accountant [Ref. 1930/12]

**Salary: R698 169. 00 per annum (Total Cost to Company)**

**Job Purpose:** To support the Finance Unit through the collection, processing, recording, reconciliation, and reporting of financial data, verifying the validity, completeness, and accuracy of source documentation. Maintain complete and proper records of revenue, expenditure, assets, and liabilities and ensure the accuracy and integrity of financial information. The successful candidate will be based at ETDP SETA Head Offices in Johannesburg and will report to the Senior Financial Accountant and be expected to develop strong working relationships with the ETDP SETA Head Office units and provincial offices.

### Minimum Requirements

- A Bachelor of Commerce in Accounting or Accounting Science, Finance Management or Financial Management at NQF Level 7.
- At least five (5) years proven experience in accounting, financial management, analysis, budget management and asset management in the public entity environment.
- Financial prescripts experience (GAAP and GRAP) and Public Financial Management Act
- Proficiency in computer literacy with MS Office packages and working experience in ERP systems
- Knowledge of the SARS Income Tax Act
- Strong knowledge of accounting principles, regulations, and financial reporting standards.
- Excellent attention to detail and accuracy in financial reporting.
- Analytical and problem-solving skills
- Ability to manage multiple tasks and deadlines effectively
- Integrity and ethical behaviour in financial management
- Adaptability and willingness to learn and grow in the role
- Knowledge of document management, tracking, and retrieving of information, as well as applicable legislation
- Good written and verbal communication and interpersonal abilities

### **Personal Attributes and Skills Required**

- Accounting, audit and compliance skills
- Planning and organising
- Problem-solving and decision-making
- Accounting reporting and accounting software skills
- Efficient and effective in meeting deadlines and delivering results
- Stress tolerance and work well under pressure

### **Duties and Responsibilities**

- Prepare and review payment batches for validity, accuracy and completeness
- Review monthly journal entries and ensure the attachment of relevant supporting documentation to ensure the accuracy of the trial balance
- Review all banking details and ensure that payments to the bank are accurate
- Review ledger accounts to determine compliance with accounting standards
- Preparation of monthly accounts receivable reconciliation
- Preparation of monthly payroll reconciliation
- Review an accrual listing and periodic monitoring thereof
- Approve petty cash requests as per the relevant delegations of authority and perform monthly petty cash and inventory reconciliation
- Assist with the financial statement process by compiling relevant financial information and summarizing the financial status in preparation for interim and quarterly financial statements
- Perform monthly asset reconciliations and monthly spot check verification of assets
- Capture and assist additions and disposals on the Great Plan and ensure that the fixed assets registry and insurance are timeously updated
- Assist with asset management and record asset movement in the asset register in collaboration with the Facilities Unit
- Process monthly depreciation and impairment journals and process asset-related year-end journals
- Assist internal and external auditors in executing the audits and ensure all documents needed for the audit are provided
- Ensure that financial procedures, process maps, and internal controls are followed
- Provide advocacy on financial accounting activities to make informed decisions
- Assist in preparing annual financial statements in accordance with the PFMA Generally Recognised Accounting Practices (GRAP)

- Contribute towards implementing and maintaining adequate budget control procedures, including internal and external reports
- Resolve payment queries from internal stakeholders and ETDP SETA suppliers
- Execute any other ad-hoc duties as assigned by the Line Manager

The successful candidate will enter into a performance contract with the ETDP SETA.

Interested applicants (who qualify in respect of all the criteria) are invited to submit a detailed and recent Curriculum Vitae (CV) with contactable previous employment references, certified copies of all qualifications and certificates, including the National Senior Certificate, certified and clear copies of the Identity Document (**the certified copies should not be older than six months**) and a motivation letter highlighting previous experience and career achievements related to the position.

**The applicant is responsible for submitting their foreign qualifications accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA).**

Applications quoting the relevant job title and reference number must be submitted via email to [sarah@tothetrecruitment.co.za](mailto:sarah@tothetrecruitment.co.za).

**The closing date for all applications is 08 November 2024 at 16h00.**

The appointment will be made in accordance with the ETDP SETA's Employment Equity Plan and Policy. The ETDP SETA promotes the employment of people with disabilities, who are encouraged to apply. **Correspondence will be entered into with shortlisted candidates only.**

#### **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**

By applying for this position, you hereby acknowledge that you have read and accepted the following Protection of Personal Information Act 4 of 2013 (POPIA) disclaimer:

- I hereby give consent to the ETDP SETA to process my personal information as part of the recruitment process.
- The ETDP SETA shall take all reasonable measures to protect the personal information of applicants, and for the purpose of this disclaimer, "personal information" shall be defined as detailed in the POPIA.
- **The ETDP SETA reserves the right to withdraw or not to fill the position for whatever reasons.**

**Applications submitted without the required above-mentioned certified copies, as well as applications received late, will not be considered.**