

The ETDP SETA is looking to employ a suitably qualified and competent Management Accountant to assist the Finance Unit with financial information, analysis and insights to help management make informed decisions.

Management Accountant [Ref. 1930/13]

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

Job Purpose: The Management Accountant will perform management accounting functions to ensure accurate and complete accounting, analysis, and reporting in compliance with contractual and legislative requirements. The successful incumbent will also oversee an organisation's financial resources, ensuring that budgeting processes are correctly conducted and budget plans are effectively implemented. The successful applicant will be based at ETDP SETA's Head Office in Johannesburg and report to the Senior Management Accountant.

Minimum Requirements

- A Bachelor of Commerce in Accounting, Accounting Science, Finance Management or Financial Management
- A post-graduate qualification in Accounting/Finance will be advantageous
- Professional membership with the SAICA or SAIPA or RGA or CIMA, or any other professional body pertinent to finance is mandatory
- At least five (5) years of experience in management accountant roles, ideally in budget monitoring and financial reporting within the public sector.
- Working experience in the CaseWare system
- Excellent computer skills and proficiency in accounting packages such as Great Plains, SAP or similar, with advanced Excel skills
- Knowledge of Standards of Generally Recognized Accounting Practice (GRAP) and the Public Finance Management Act (PFMA)
- Proven knowledge of monthly management accounts and National Treasury reporting according to the templates in accordance with current SA laws and regulations
- Good understanding of the applicable legal and statutory requirements
- Experience in budget preparation and reporting in accordance with MTEF and ENE guidelines
- Strong knowledge of financial data analysis and interpretation, budgeting and monitoring, auditing requirements, and reporting skills, with a high attention to detail
- Ability to analyse, interpret and present financial information in a simplified format
- Ability to work independently with limited or no supervision
- Ability to work under pressure while ensuring accuracy and paying attention to detail
- Ability to apply checks and balances to transactions and procedures to ensure data integrity

- Excellent communication, problem-solving, and organisational skills with the ability to manage multiple priorities and work under pressure
- Strong understanding of financial regulations and statutory compliance
- Ability to work autonomously and as part of a broader team with a proactive and results-driven mindset

Skills And Personal Attributes

- Knowledge and understanding of governance frameworks (i.e., PFMA, Treasury Regulations, GRAP, KING VI Code of Good Governance, Tax Laws and Regulations, and the relevant legislation governing the SETA environment)
- Good understanding of government reporting requirements and public entities
- Knowledge of financial packages (SAP, Great Plains, etc.)
- A working knowledge of Supply chain management functions in a public entity
- Knowledge of current practices of internal and external auditing
- Excellent interpersonal skills and team player
- Strong analytical and problem-solving skills
- Ability to interact constructively with a diverse range of people

Duties and Responsibilities

- Develop and implement the organization's budget in collaboration with senior management and other stakeholders
- Assist with data collating and guiding the units on budget preparations
- Ensure compliance with relevant laws and regulations relating to financial and budgetary issues
- Update and circulate the budgeting template to all units and review the budget requests for approval
- Upload the approved budget onto Microsoft GP and assist units with budget confirmations, ensuring the correct use of GL accounts
- Manage the virement process and mid-year budget review and identify variances between actual and budgeted financial results at the end of each reporting period
- Analyse budget-expenditure performance, recommend cost-effective measures and provide explanations of budget variances in consultation with business units
- Monitor and prepare reports on expenditures for budgets, grants, and contracts to maintain a balanced account
- Prepare monthly management accounts to ensure completeness, accuracy and validity of all amounts and balances
- Prepare GRAP-compliant Annual Financial Statements and National Treasury AFS template Standard Chart of Accounts (SCOA) with supporting schedules
- Prepare the National Treasury quarterly report, the Department of Higher Education and Training (DHET) report, and the medium-term expenditure framework/Estimated National expenditure

- Ensure compliance with reporting-related requirements from the PFMA, Treasury regulations, Grants regulations, and other prescripts
- Implement plans to ensure that transactions are timeously processed in accordance with the applicable legislative framework
- Liaise with internal and external stakeholders, such as the Department of Higher Education and Training, National Treasury, AGSA, SETA banking institutions and others
- Assist in maintaining an effective and transparent system of account management, risk management, internal control, income, expenditure, asset and budget management
- Identify and provide solutions for inefficiencies, bottlenecks, and any other areas of improvement in the SETA environment
- Prepare regular financial reports, providing clear insights on the budget status to senior management and stakeholders
- 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.

The closing date for all applications is 08 November 2024 at 16:00.

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.