

<b>Job Title:</b>	<b>Management Accountant</b>
<b>Salary</b>	<b>R 507 500.00 All-inclusive salary package</b>
<b>Reporting to</b>	<b>Chief Financial Officer</b>
<b>Based:</b>	<b>Pretoria</b>
<b>Reference No:</b>	<b>HRREC0012/2021</b>

### **Qualifications & Experience**

A Bachelor's Degree in Finance/ Accounting or equivalent is a minimum requirement. 5 - 8 years' minimum management experience, of which 3 years must preferably be in a public sector entity. Qualified Accountant (CIMA, ACCA, ACA or other recognized qualification). Excellent numeracy and analytical skills. Accountable and handle figures with integrity.

### **Purpose**

To provide accurate and timely management accounting services and professional advice to management in the areas of budgeting, reporting, cash management, investment and debt management.

To support the development of the financial strategy, support the implementation of new financial systems and ensure finance due diligence is appropriately conducted.

### **Skills & Knowledge:**

Principles and practice of financial accounting, Public Finance and Management Act (PFMA), Treasury Regulations and guidelines. Public entity budgeting and reporting process. Government accounting standards (GRAP). Asset Management principles and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Medium Term Strategic Framework (government priorities) and Estimates of National Expenditure (ENE). Framework for managing performance information.

### **The successful candidate will be expected to amongst other:**

- Prepare and submit quarterly reports to DALRRD and National Treasury.
- Produce detailed annual cash flow forecasts to form the basis for the working capital.
- Monitor expenditure trends and reports on variances on a monthly basis.
- Prepare monthly management expenditure reports
- Prepare cash flow projections linked to annual budget.

- Discuss budget against actual expenditure with senior managers on a monthly basis.
- Prepare MTEF budget submission and submit to DALRRD and Treasury as per deadlines
- Provide advice and reports to management and staff in the development of budgets, budget methodology and management of budgets.
- Manage the preparation of monthly management reports.
- Manage the assets of NAMC, this includes maintenance of fixed assets register, reconciliations and annual review of useful lives of assets
- Prepare monthly reconciliation for various general ledger accounts, e.g., leave provision, prepayments, etc
- Manage the commitments of NAMC and ensure sufficient funds are available
- Investigate anomalies and variances; provide ad hoc reports as required by management.
- Ensure compliance with all statutory requirements relating to financial control, financial management and accounting.
- To analyse processing and procedural requirements and recommend standard procedures and systems to be followed across the organisation.
- Ensure suitable internal controls are in place and assist in the training of staff in new processes or procedures.

Short-listed candidates will be subjected to a qualification verification and reference checks.

**To apply for the position, please forward the relevant Job Application Form which is available in our website to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: 13 March 2022. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.**