

<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>Type of Position:</b>	<b>Permanent</b>
<b>Reference No:</b>	<b>HRREC005/2022</b>

### Qualifications & Experience

A Bachelor's Degree in Finance/ Accounting or equivalent is a minimum requirement. 4 - 5 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, asset 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 others:

- 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 the annual budget.
- Manage the budget process for NAMC,

- 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 assets of NAMC, this includes maintenance of fixed assets register, reconciliations and annual review of useful lives of assets, etc
- Prepare monthly reconciliation for various general ledger accounts, e.g., leave provision, prepayments, accruals, etc
- 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.

Please fill in the application form and forward your applications to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za). Closing date: **09 October 2022**

Short-listed candidates will be subjected to reference checks and qualification verification. If you have not been contacted within 3 months of the closing date, please note that your application was unsuccessful.

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

I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC 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 outlined in the POPIA.

Please visit [www.namc.co.za](http://www.namc.co.za) or contact Ms Pamela Shoyisi at [Pshoyisi@namc.co.za](mailto:Pshoyisi@namc.co.za) for further information. The NAMC reserves the right to withdraw, amend or not fill the position.