

Job Title:	Management Accountant
Type of Position	6 Months Fixed Contract
Reporting to	Chief Financial Officer
Based:	Pretoria
Reference No:	HRREC001/24

QUALIFICATION AND EXPERIENCE:

A Bachelor's Degree in Finance/ Accounting or equivalent is a minimum requirement. 4-5years' 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.

KNOWLEDGE AND SKILLS

Principles and practice of financial accounting, Public Finance and Management Act (PFMA), Treasury Regulations and guidelines. Public entity budgeting and reporting process. Knowledge of Sage evolution & Sage VIP Payroll. 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.

KEY DUTIES AND RESPONSIBILITIES

1. Financial Management

- 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.
- Compile quarterly expenditure report for Management, Audit & Risk Committee and Council.
- Compile Treasury regulations and the PFMA checklist on a quarterly basis.

- Keep abreast of National Treasury, developments and other regulatory requirements.
- Review financial data for accuracy, correctness and completeness.
- Actively participate in the Extended Management Committee as required.
- Assist with the development and presentation of finance policies and procedures to the organisation

2. Budgeting

- 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, assets, etc

3. Reporting

- Provide advice and reports management and staff in the development of budgets, budget methodology and management of budgets.
- Manage the preparation of monthly management reports.
- Investigate anomalies and variances; provide ad hoc reports as required by management.
- Provide historical financial data and analysis as requested..

4. Compliance and Internal Controls

- 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.
- Assist with preparations and execution of internal and external Audits.
- Ensure quality of the work submitted is of a standard required within the division.
- Ensure that all audit queries are addressed in timely manner.

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to hrrecruitment@namc.co.za closing date: **19 April 2024 @16H00**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

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, for further enquiries, send an email to hr@namc.co.za. The NAMC reserves the right to withdraw, amend or not fill the position.